Hyperion Planning User Manual

Dartmouth College
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Overview

Hyperion Planning is the centralized, Excel and web-based application Dartmouth College uses for budgeting and planning.

In order to work on your budget forms for the coming fiscal year, you need to become familiar with the application and the ways you can use it. The first few sections of the manual describe how to access the application, how the data is structured within forms, what functions are available, and how to work with forms in the Planning application. There are two stages to this year's budget process: first a Central Budgeting process and then a Departmental Budgeting process. Details about the forms to use for each one of those processes and what connections to make in Smart View are contained in documents dedicated to those processes.

It is also possible to work with budget data in Excel using Smart View, an add-on program that allows you to connect to the data source and open forms online. Instructions on how to set up Smart View, use data forms within Excel, and save data to the Planning server are described in the later sections of the manual.

NOTE: It is important to understand that when you use Excel you are viewing and editing Hyperion Planning forms, not Excel files. Although you can download or save forms as Excel files, you cannot upload those files back to the Planning server. In order to use data in an Excel file, you need to copy and paste the data from the Excel file back into your Hyperion Planning forms.

Working in Hyperion Planning assumes you are familiar with the structure of the chart of accounts and where the segment values you budget against exist. You can examine a hierarchical view of the Entity, Org, Funding, Activity, and Natural Class segment values using the Segment Hierarchy Listing report within Financial Reports.

Keep Your Data in Sync

When working in Hyperion Planning it is important to understand that saving data and running calculations are two separate operations. When you save data it is stored on the server, but you will not see how that data affects your totals because calculations are not run automatically.

To ensure that reports run on higher level Orgs are accurate, the data for the entire cube must be aggregated (or rolled up).

In CentBudg you cannot see totals until the aggregation runs which occurs each night at 8 p.m.; you must be logged out of the system when this occurs.

In DeptBudg you can perform the calculations by running the business rule for the Entity/Org you are working in. Once the rule runs and your form is refreshed you can then see the updated totals. By default the business rule is run and aggregations across all orgs every night at 9 p.m. to ensure that saved data and calculations stay in sync. Again, you must be logged out of the system when this occurs.

Set-up instructions

If your computer is already set up to run Hyperion Financial Reports, you can run Hyperion Planning. They both run from the same location. You can find that location on the Budget Planning Tools page at: https://www.dartmouth.edu/~budget/tools/index.html.

Because of the constraint on screen space, it is recommended that you increase monitor resolution to as high as comfortable. To do this, on the desktop click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Display**. Click the **Settings** tab and drag the Screen Resolution slider to the right. Click **OK**.

Your browser should be set up to allow pop-ups. In Internet Explorer, select **Tools** from the menu bar, choose **Internet Options,** select the **Privacy** tab, and clear the **Block pop-ups** checkbox. Make sure the Google and Yahoo toolbar pop-ups are off as well.

If you are using Internet Explorer 7 (IE7) to access Hyperion Planning, you must make a change to one of the Internet Options settings in order to run the application.

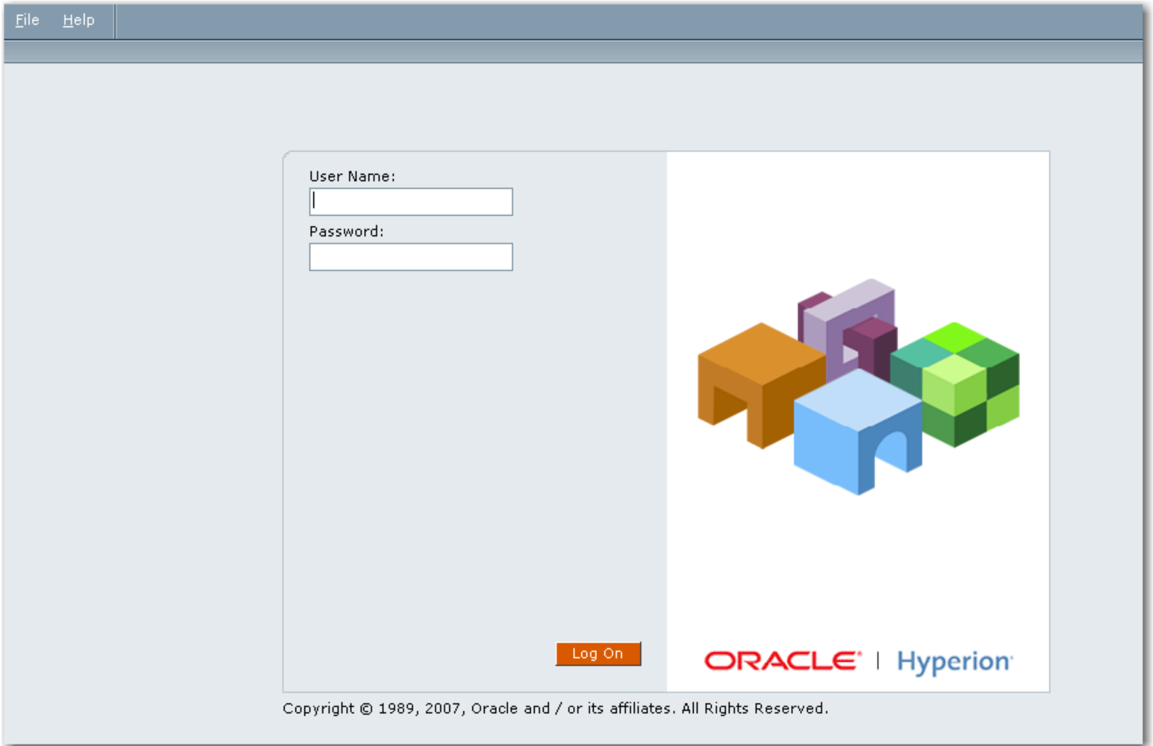
1. In Internet Explorer 7, navigate to the Hyperion log in page. (Presently, this is https://bi.dartmouth.edu:19000/workspace/index.jsp).
2. From the **Tools** menu click **Internet Options**.
3. Click the **Security** tab, and then click **Local intranet**.
4. Click **Advanced**.
5. The website should be shown in the **Add this website to the zone** field. (Make sure the **Require server verification (https:) for all sites in this zone** checkbox is selected.) Click **Add**.
6. Click **Close** and then click **OK**.
7. With the **Local intranet** zone selected, click **Custom level**.
8. Under Miscellaneous, enable **Allow script-initiated windows without size or position constraints**.
9. Click **OK** and then click **OK** to close the Internet Options dialog.

In addition, if LibXBar is enabled in IE7, you will want to disable it when working on web forms in Hyperion Planning. There is a conflict in the JavaScripts when both applications are running and you will receive warning messages every time you access a form. (The error messages are benign, but they are extremely annoying.)

1. In IE7, from the **Tools** menu, click **Manage Add-ons**, and choose **Enable or Disable Add-ons…**
2. Select the **LibXBar** add-on and under Settings change its status from **Enable** to **Disable**.
3. Click OK.

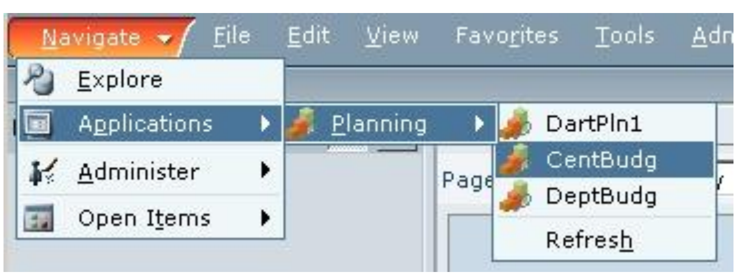
Signing in

Use the your full DND (Blitz) username and password.

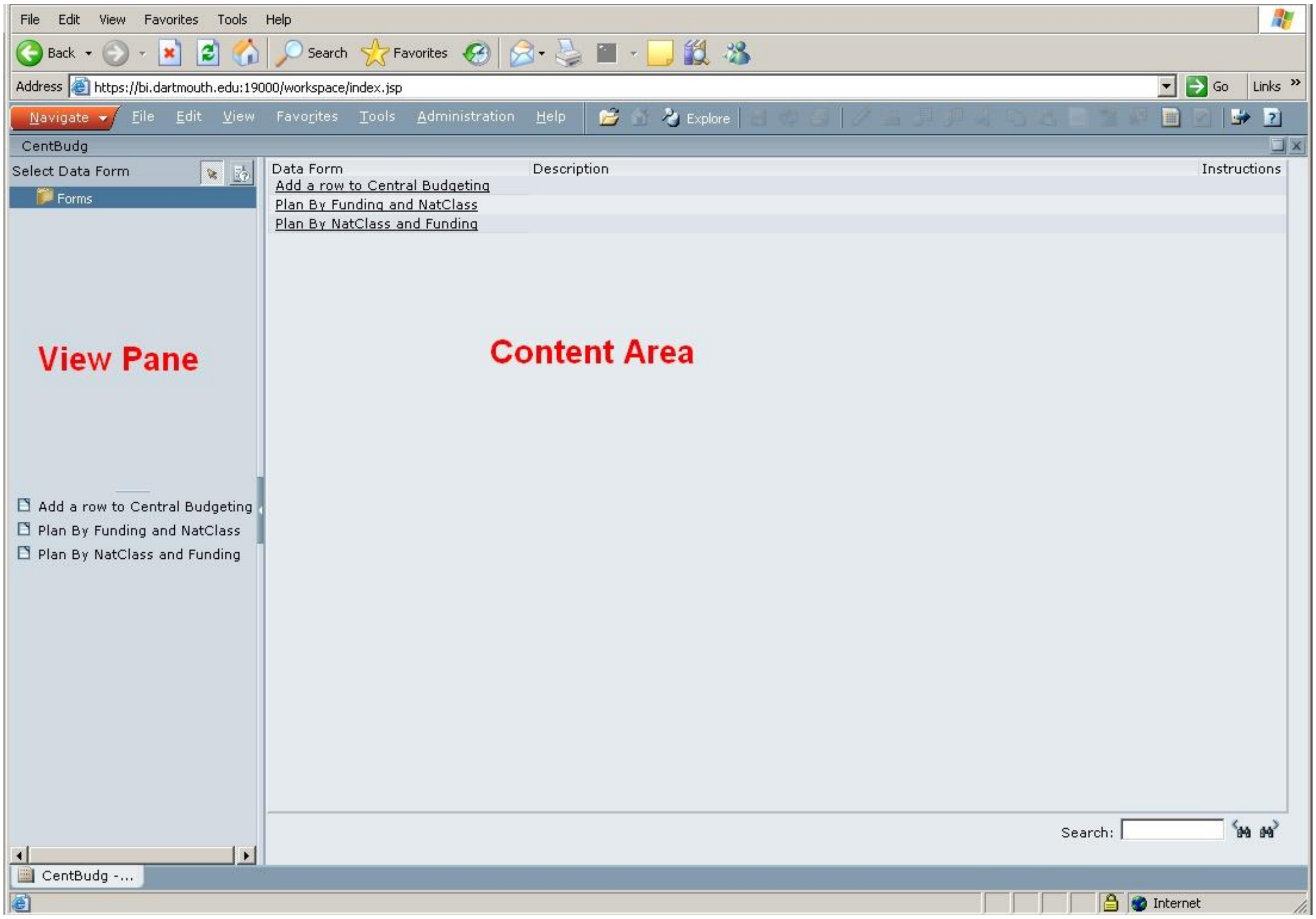


Use the "Navigate" button to access Hyperion Planning. There are two Planning applications: Central Budget (which is the top-down budget for the first round of the Board of Trustees meetings) and Department Budget (the detailed budget that is created each year for final Board approval).

Navigate → Applications → Planning → CentBudg
Navigate → Applications → Planning → DeptBudg



This opens the workspace as shown below. The left side of the screen is the View Pane and the right side of the screen is the Content area.



You can execute the **Navigate → Applications → Planning →** ***Budgetname*** command multiple times to open multiple tabs so that you can work on different web forms within the same Workspace session.

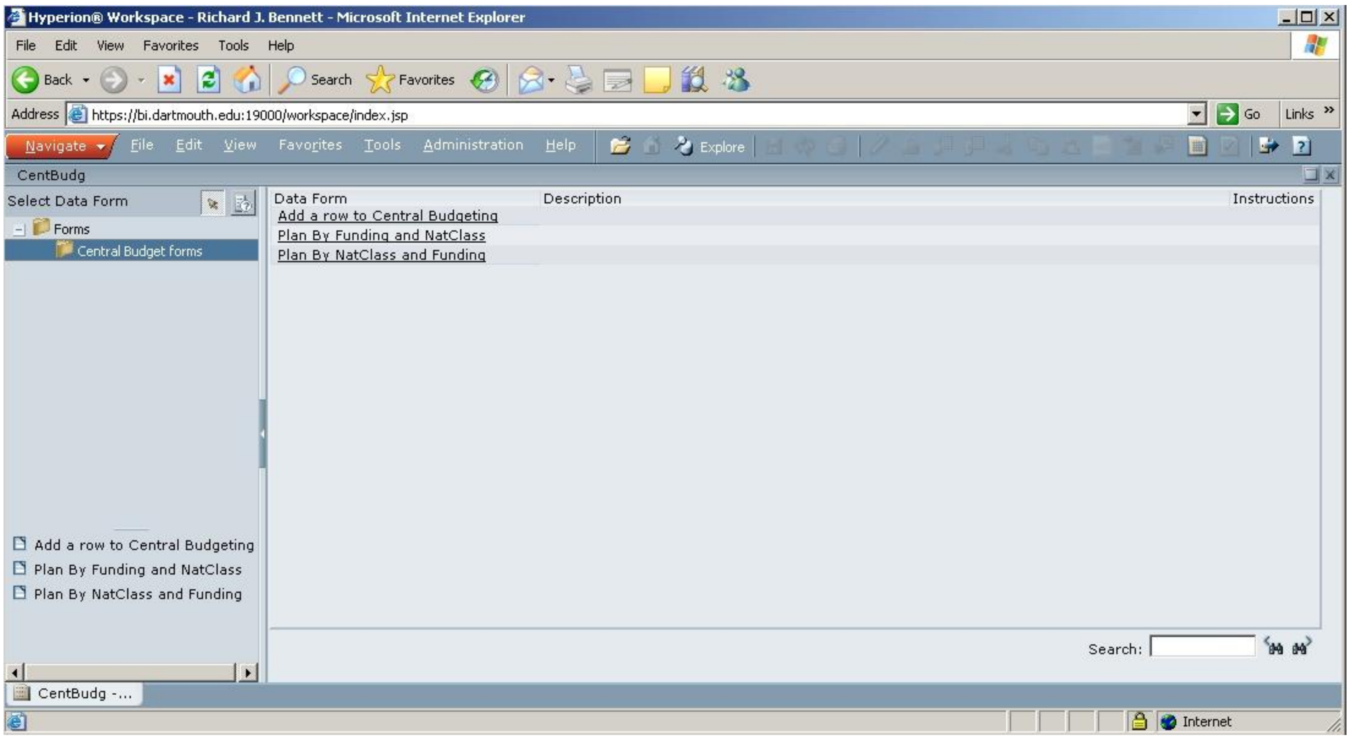
NOTE: Do not open multiple Hyperion Workspace sessions in separate browser windows. Instead, use separate tabs in the same Hyperion Workspace session to access multiple Planning web forms.

Forms

In each cube, the View Pane contains a folder with the forms for your budget work. The forms are available either on the web or through Smart View in Excel. One form, the one to add rows (for chart strings that do not exist in your current budget forms) should only be used on the web.

The forms provide different ways to view and enter budget information for chosen Entity/Org combinations. Only those Entity/Org combinations that you have access to are visible on your forms.

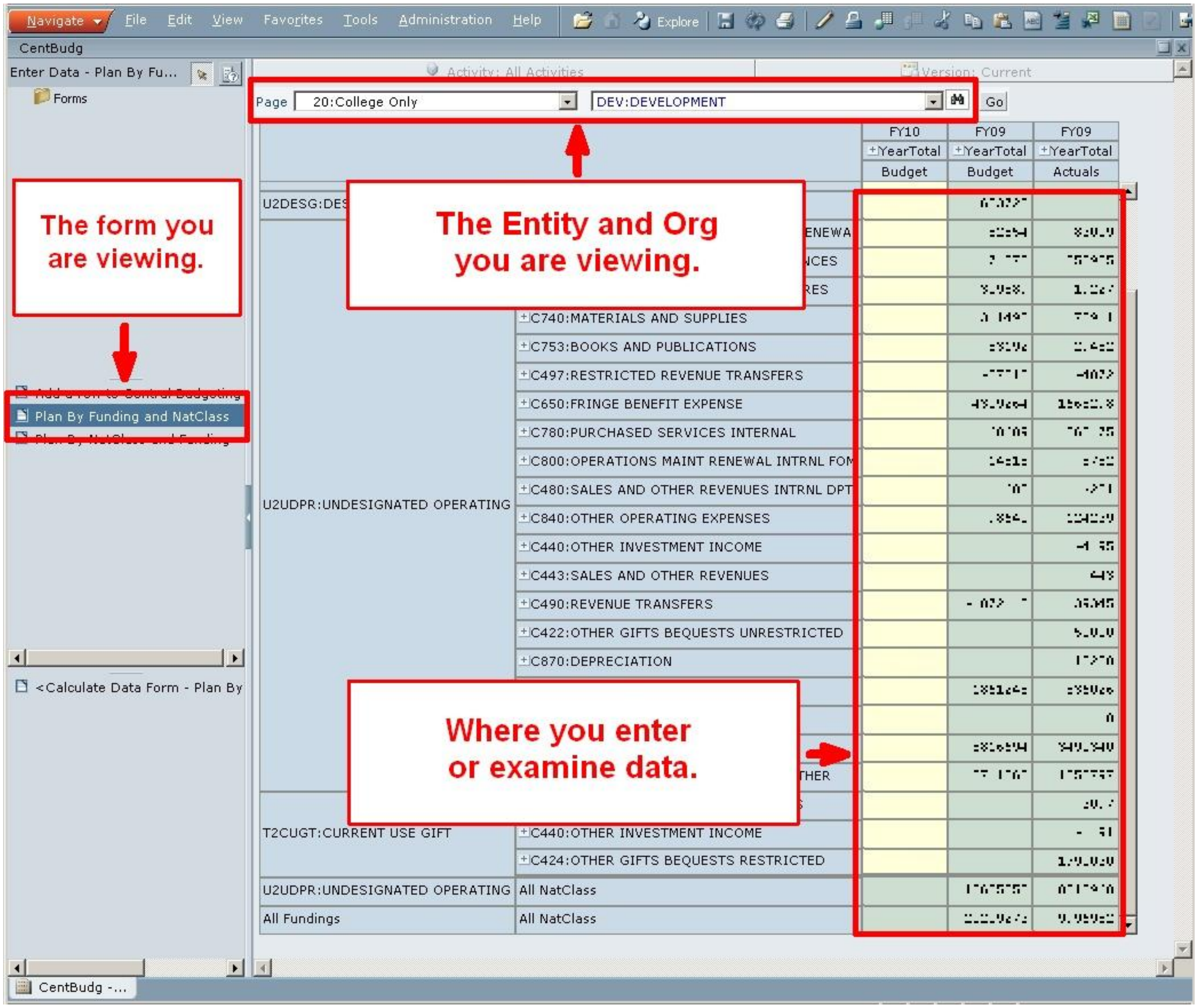
When you select the forms folder, a list of the forms within that folder appears in both the Content area and in the lower half of the View pane, as shown below.



Select the form from either location. It opens in the Content area.

NOTE: Not every form necessarily contains data. If the message "*There are no valid rows of data for this data form*" appears at the top of the content area, there is no data in that form. Make sure the Entity and Org values are set properly. If the wrong Entity is set for an Org you'll see this message.

For example, in CentBudg, the *Plan by Funding and NatClass* form for Entity 20 and Org DEV (Level 1 org) lists budget data for all activities the Funding (Level 2) and Natural Class (Level 3/4) segment values (see below):



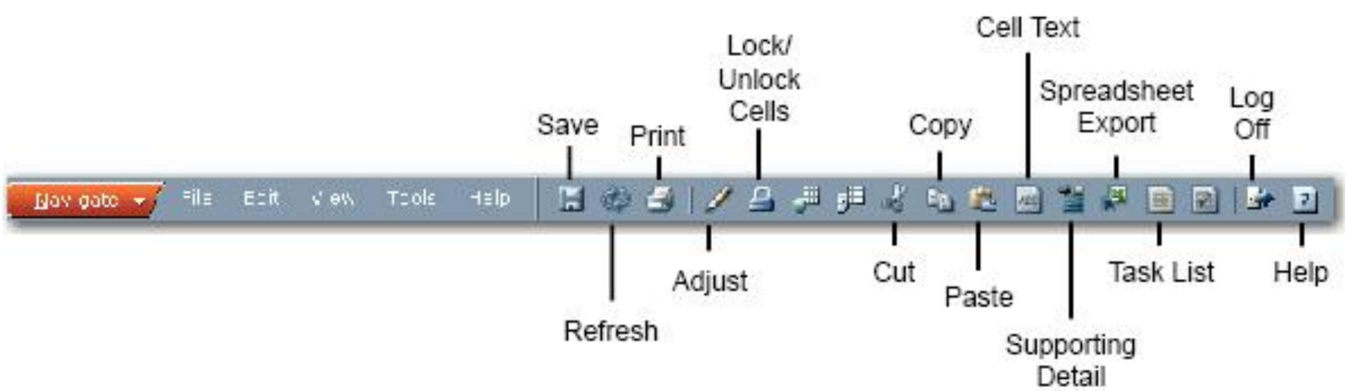
Using the same form, but choosing a different Entity/Org combination in the "Page" pull-down menus results in a different set of Funding/NC data. (Note: You must click the **Go** button after changing one of the choices in the pull-down menus in order to see the new form.)

Hyperion Planning Functionality

Color codes

Pale Yellow	Data entry available
Darker Yellow	Data has been changed and not yet saved ("dirty cells")
Gray-green	Data entry prohibited
Darker blue	Supporting detail attached (see toolbar command below)
Brown	Cell is locked

Toolbar Commands



Save

This command saves all the changes made to the web form and stores them on the server. [Same as **File→ Save**] Your remaining totals will not automatically update when you save. In order to see how the changes you make affect your totals, you must run the business rule for the current org (which runs the calculations on the data). See *Saving Data and Running Business Rules* in the next section for further details.

Refresh

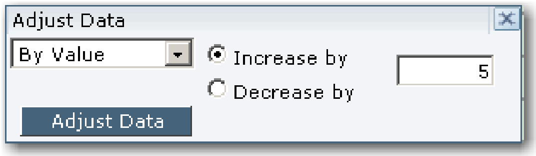
This command reverts any unsaved data back to the values stored since the last save took place. It will NOT save changes and provides a warning to that effect. NOTE: There is no "Undo" command. Save regularly and use Refresh to "Undo" to the last save. [Same as **View→ Refresh**]

Print

Allows print settings and a print preview. [Same as **File→ Print**]

Adjust

A given cell value can be decreased or increased by either a value or a percentage (choose from a drop-down menu). Fill out the pop-up window as desired and click **Adjust Data**. [Same as **Edit→ Adjust**] You can also do this directly in a cell, see *Entering Data Within Forms*.



Lock/Unlock Cells

This command will lock and unlock a given cell, with locked cells showing as brown. To unlock, position the cursor back on the brown cell and click the command again. Use Shift-click to select multiple cells to lock or unlock. [Same as **Edit→ Lock/Unlock Cells**]

Cut

Cut cell contents. Shift-Click to select multiple cells to cut. [Same as **Edit→ Cut**]

Copy

Copy cell contents. Shift-Click to select multiple cells to copy. [Same as **Edit→ Copy**]

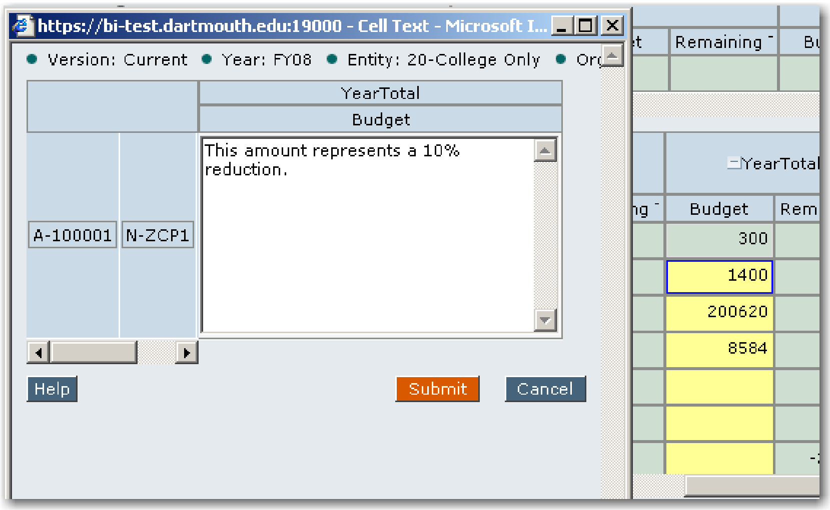
Paste

Paste previously cut or copied data. Multiple cells will be pasted in the same order as they were cut or copied. [Same as **Edit → Paste**]

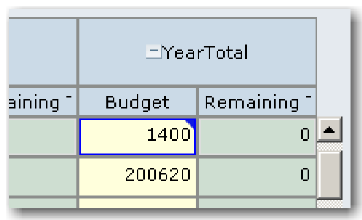
NOTE: You can use cut, copy, and paste across applications, for example, to copy data from an Excel file.

Cell Text

This command allows you to add notes to a given cell.



A blue triangle appears marking a cell with text attached.



To see text, highlight the marked cell and re-click Cell Text. [Same as **Edit→ Cell Text**]

Supporting Detail

This command allows you to add supporting details, in the form of calculations, to aggregated lines, such as travel. This provides a way for you to drill down into data and to understand the basis of that data.

To see the detail, double-click on the cell or click Supporting Detail again while on the cell.

Double-clicking on unlocked available cells also opens up the Supporting Detail box. [Same as **Edit→ Supporting Detail**]

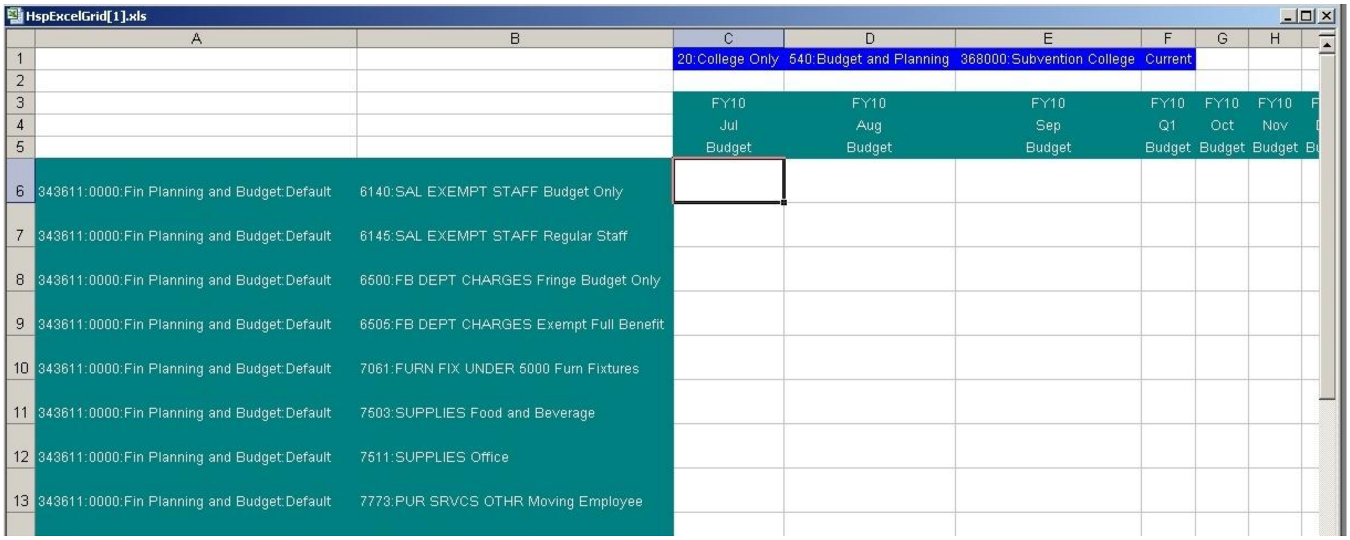
NOTES:

- You can only add supporting detail to a cell at the monthly level; you cannot add supporting detail to cells representing yearly or quarterly data.
- When you add supporting detail, a separate window appears in which you enter and save your calculations. That data is saved on the server at that time.

For a step-by-step procedure on how to add supporting detail, see *Adding Supporting Detail* in the *Working with Forms in Hyperion Planning* section.

Spreadsheet Export

This exports a minimally-formatted spreadsheet version of the web form. Values are exported, with no formulas. Supporting detail is broken out as separate lines. [Same as **File→ Spreadsheet Export**]



NOTE: This method of downloading provides no connection between Excel and Hyperion Workspace. To work with forms in Excel, please see the sections on setting up and using Smart View later in this manual.

Task List

Task lists may be used to track “to do” items during the planning process. This command displays current task list(s) in a separate window for reference. [Same as **View→ Task Lists**]

Log Off

This logs you off Hyperion Workspace; a warning appears to verify the request. [Same as **File→ Log Off**]

Help

This accesses the Hyperion Planning searchable User’s Guide. This is the user’s guide Hyperion installs and does not address Dartmouth-specific issues. [Same as **Help→ Help on This Topic**]

Working with Forms in Hyperion Planning

This section describes some of the operations you can perform when working with forms in Hyperion Planning. It also includes some general guidelines of the best practices to follow.

BEST PRACTICES:

When initially accessing a web form in DeptBudg, refresh the display before you enter data. Refresh (which can be run by clicking the Refresh button or choosing **Refresh** from the **View** menu) updates your view. Changes made in a web form on one tab may affect the data in another and refreshing before beginning work will update the view. In DeptBudg, you may also want to run the business rule which updates page totals using the latest saved data. Until calculations are run, the budget totals you see on the forms may not reflect the true totals. Running the rule ensures that the latest saved changes are applied to the totals on the forms. (There is no business rule in CentBudg.)

Entering Data within Forms

When the web forms open, they display annual totals by default. You can enter data there or you can click the plus sign (+) in the column heading to display quarters or monthly periods and enter data in them.

When you enter data in the YearTotal, it automatically distributes across quarters and months. When you enter data in the quarters or months, it automatically updates the year total.

Jul	Aug	Sep	− Q1	+ Q2	+ Q3	+ Q4	− YearTotal
Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
100	100	100	300	300	300	300	1200

You can change an existing value in a form using one of the following operators: + to add, +- to subtract, * to multiply, / to divide, and % to change by a percentage. For example, if the value in a cell is 500, selecting that cell, typing %80 and pressing Enter, changes the value to 400.

You can navigate within the forms using the following keys (which all work in the same way they do in Excel):

Key	Result
Enter	Enters the value you typed and moves the cursor to the cell below.
Tab	Enters the value you typed and moves the cursor to the next cell in the row.
Shift + Tab	Enters the value you typed and moves the cursor to the previous cell in the row.
Esc	Cancels the value you typed and restores the previous value.
← → ↑ ↓	Moves the cursor to the adjacent cell in the direction of the arrow.

Saving Data and Running the Business Rule

When you save the changes you make on a web form, they are stored on the server. If you make a mistake as you are working, you can click **Refresh** to display the form again with the last saved values from the server. When you are done working on a form, make sure you save the form before moving to another form or another Entity or Org.

Saving data does not automatically perform calculations and update the totals on your forms.

In the CentBudg cube, you need to wait for the daily aggregation program to run in order to see updated totals. The aggregation occurs each night at 8 p.m.. You must be logged out of the CentBudg cube during the aggregation which lasts about 30 minutes.

In the DeptBudg cube, you can run the business rule to update the totals on your Org's forms. By default, the entire cube is aggregated each night at 9 p.m. so if you do not run the rule, your totals will be correct at the start of the next day. You must be logged out of the DeptBudg cube during the aggregation and the construction of the reporting cube which completes by 10 p.m.

To run the Business Rule:

There are now two ways in which to run the business rule.

Method 1: The simplest and preferred method.

While on a form, position the mouse over the left side of the form, right-click the mouse, and choose **Run Business rule for this level org** from the context-sensitive menu that appears.

Select that command. The business rule window appears with the Entity and Org value of the current form already filled in.

Click OK to run the business rule

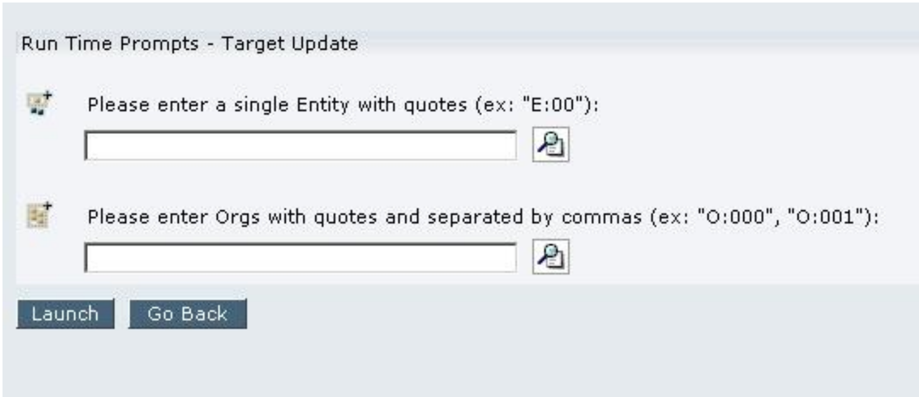
Method 2: Used in the previous year still works but takes more steps and requires manual entry.

1. Choose **Tools→ Business Rules** from the Hyperion menu.

   The Select Rule screen appears.

2. Click **Launch**.

   The Run Time Prompts screen appears.



3. Enter the entity on which to run the business rules and the org or orgs on which to run them. You can enter multiple orgs here, using the **O:** prefix before each org number and separating them with commas.

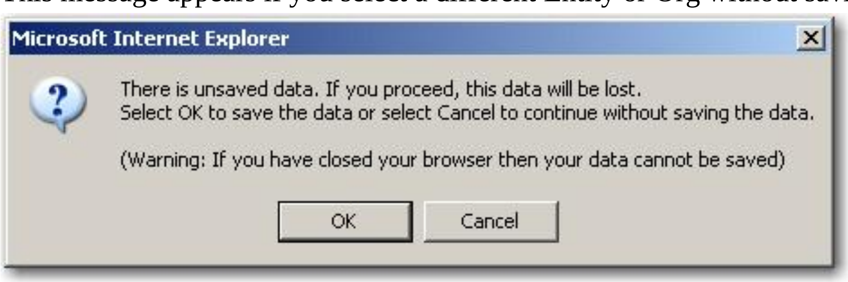
4. Click **Launch**.

   It will take a few moments for the rules to run. When they are complete, the Select Rule screen re-appears. This screen remains in the Content area until you select a form to view. In the View pane select your form and choose Refresh to see the updated remaining totals. The remaining totals are also updated on any other forms in your org that are affected.

Special Notes on Saving Data

If you try to select another form or a different Entity or Org without saving all the data you entered, a warning message appears. Read it carefully. The messages for those two cases are similar but they have very different consequences.

This message appears if you select a different Entity or Org without saving all your data.



Clicking OK saves your data and displays the new Entity/Org data.

Clicking Cancel discards your changes and displays the new Entity/Org data.

This message appears if you select a different form without saving all your data.

Clicking OK discards your changes and displays the new form.

Click Cancel leaves you on the same form.

Viewing a Different Entity or Org

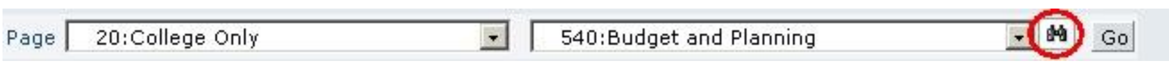
When you select a different web form, your current Entity/Org settings are automatically applied to the form and appear automatically. If you want to view a different Entity or Org in the current form, you need to choose these from the drop-down lists at the top of the form and then click the **Go** button to display them. (The order of the Orgs is not alphabetic or numeric so it can be cumbersome to select it directly if you have access to many.)

The following procedure describes how to view different Entities or Orgs.

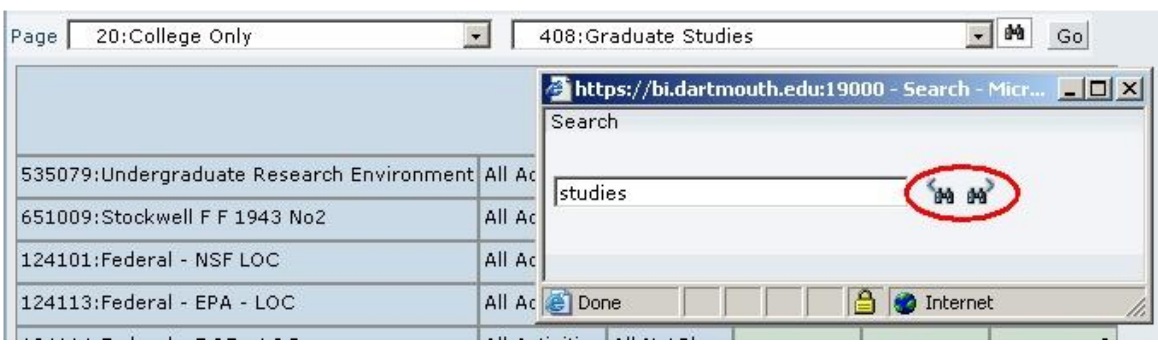
To view a different Entity or Org:

1. In the Page area (at the top of the Content pane), if the entity displayed is not the entity in which the org exists, click on the first pull-down menu and select the correct entity.

2. Click on the second pull-down menu, scroll up or down the org list, and select the org for which you want to see the budget data.
   or…
   Click the binoculars icon beside the second pull-down menu (shown here).

   In the Search box, enter a word within the org name, such as s*tudies*, and click either the back or forward binoculars icon until the correct Org appears in the pull-down menu. (If there is more than one Org that includes the search term, this cycles through all the matching Orgs.)

3. Click the **Go** button.

NOTE: You must click the **Go** button to see the data that corresponds to the new values you have entered. The data does not refresh automatically after you select the items from the pull-down menus.

Adding Supporting Detail

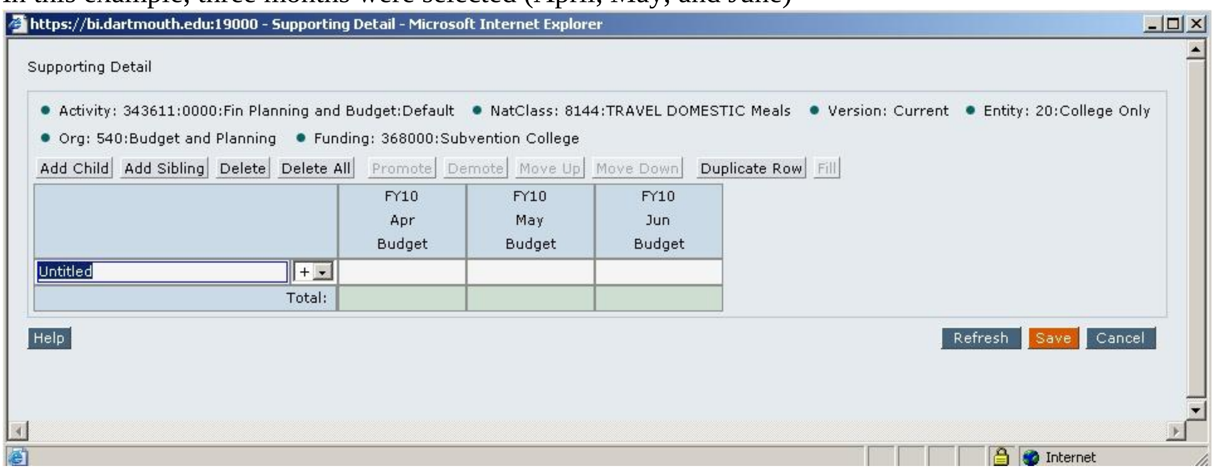
You add supporting detail to a cell when you want to provide explanatory calculations of how you determined an aggregated line value. This provides a way for people to drill down into data and to understand the basis of that data.

You can only add supporting detail to monthly cells. Before you start this procedure make sure you expand your view of budget data so you can see individual months, rather than just the yearly or quarterly values. Click the plus sign (+) in the column heading to open the year or quarter view.

When you add supporting detail you want to break down the various factors that make up the total cost. For example, if you are providing supporting detail for meal costs during domestic travel, you might want to multiply the daily meal rate by the number of days of travel. This example shows you how to do that.

1. Select a monthly cell (or a range of monthly cells in a row) and click  (or choose **Edit→ Supporting Detail**) to open the Supporting Detail window.

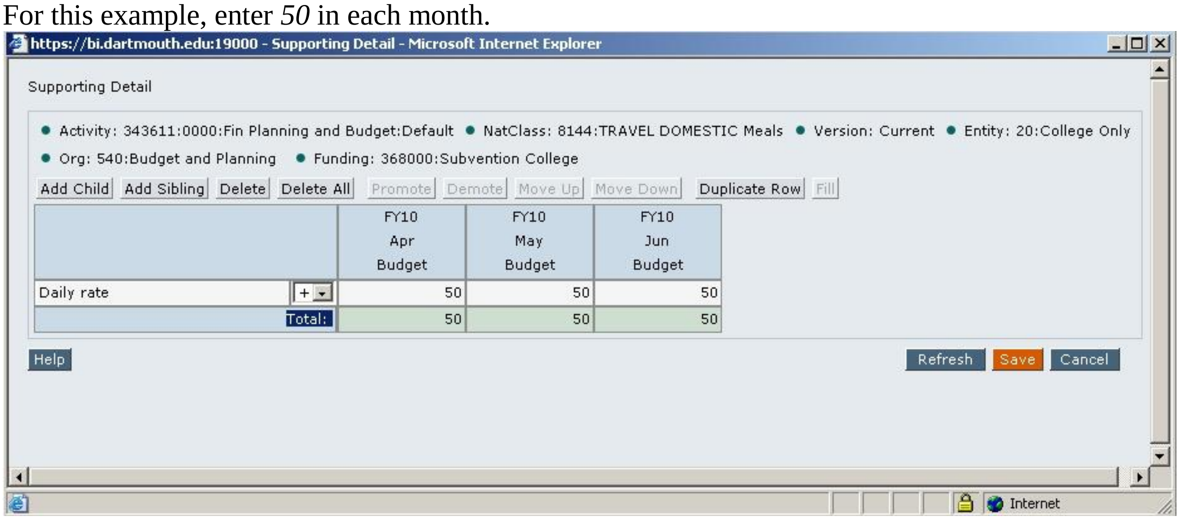
   In this example, three months were selected (April, May, and June)



2. In the highlighted text field, enter a description of a factor that determines the cost.
   For this example, enter *Daily rate*.

3. Press TAB and enter a value in each of the months in which domestic travel will occur.

   For this example, enter *50* in each month.

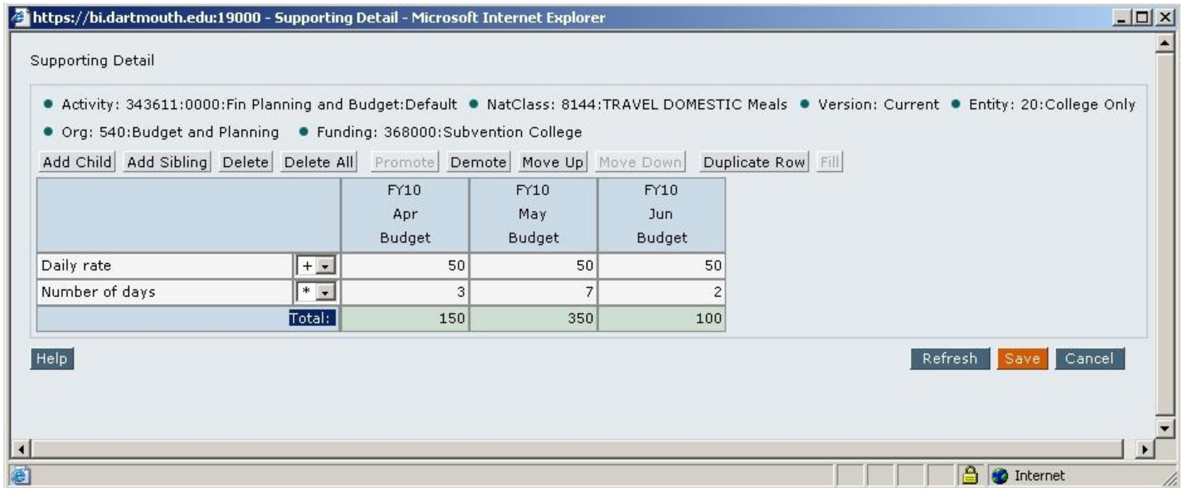


4. Click **Add Sibling** to choose another factor.
   Another text field appears below the first.

5. Enter a description of another factor.
   For this example, enter *Number of days*.

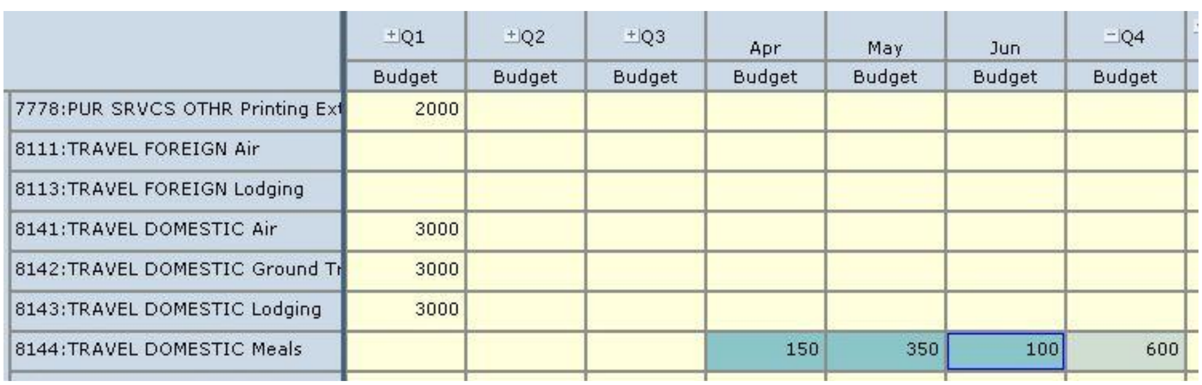
6. Change the math symbol to reflect how the factors are related.
   For this example, change the + sign to a * sign to multiply the two factors.

7. Press TAB and enter a value in each of the months in which domestic travel will occur.
   For this example, enter *3*, *7*, and *2* for the number of days in each month.



The column totals automatically appear.

8. Click **Save**.



The totals from the Supporting Detail page appear on the web form, along with new values for the quarterly and yearly totals. The form is automatically saved to the server.

Budgeting to a Chart String Not in the Forms

There may be occasions when you need to budget against a chart string that does not appear on your forms within Hyperion Planning. In these cases, you will need to add the chart string to your forms.

If your chart string is composed of segment values that already exist in the chart of accounts, complete the *How to Add a Row* procedure below. If you receive an error message telling you that one of the segment values does not exist or you do not have access to it, contact the Financial Planning and Budget Office to request that the segment

value be added to the Planning system. (Only those segment values that have transactions posted to them, have been used before in budgeting, or have been added this year automatically appear in the Planning system. Older segment values that do not have any data posted to them will need to be retrieved.)

If your chart string is composed of a segment value that does not yet exist in the chart of accounts, i.e., you want to use a new funding or activity, you must first complete the appropriate chart of accounts maintenance form (see the Controller's Office website for these forms). When you receive confirmation that the segment value has been added, then complete the *How to Add a Row* procedure below.

NOTES:

You can only add a row while in the Hyperion Workspace; you cannot add a row while in Excel/Smart View.

If you try to add a row to a form while someone else is adding a row to that form (even from a different Entity/Org), you receive an error message saying the form has been locked by the other user. You must wait for the other person to finish adding rows.

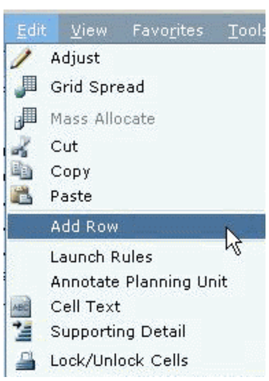
If you need to exit from the "add a row" procedure, make sure you use the Cancel button on the Additional Row Definition screen. If you click the X in the upper left corner to close the window, you lock the form. If that happens (your name appears in the error message others receive), you can unlock the form by choosing **Edit→ Add Row** while in that form and then clicking the Cancel button in the window. That unlocks the form for others.

How to Add Rows

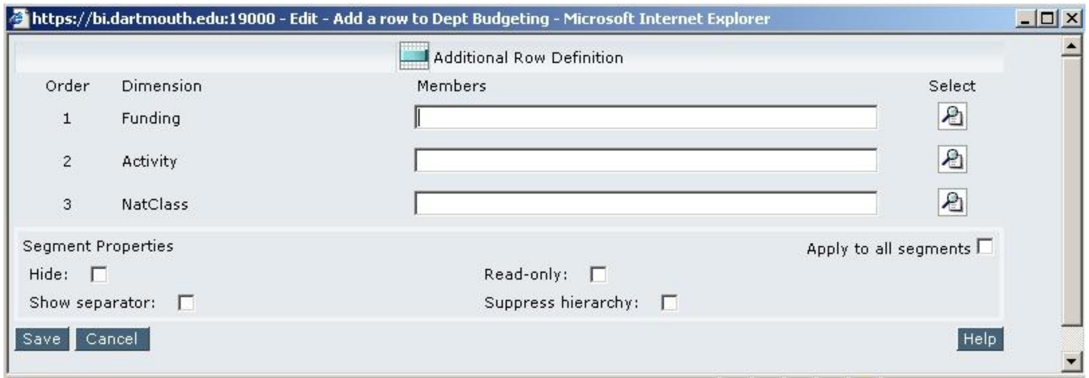
1. In the View pane, select the **Add a row** form. CentBudg and DeptBudg each have one of these forms.

   Make sure you are in the appropriate Entity and Org.

2. Choose **Add a Row** from the **Edit** menu.

3. In the *General Add new row(s)* window, enter segment values directly in the fields or click the Select icon for a list of values in hierarchical order.

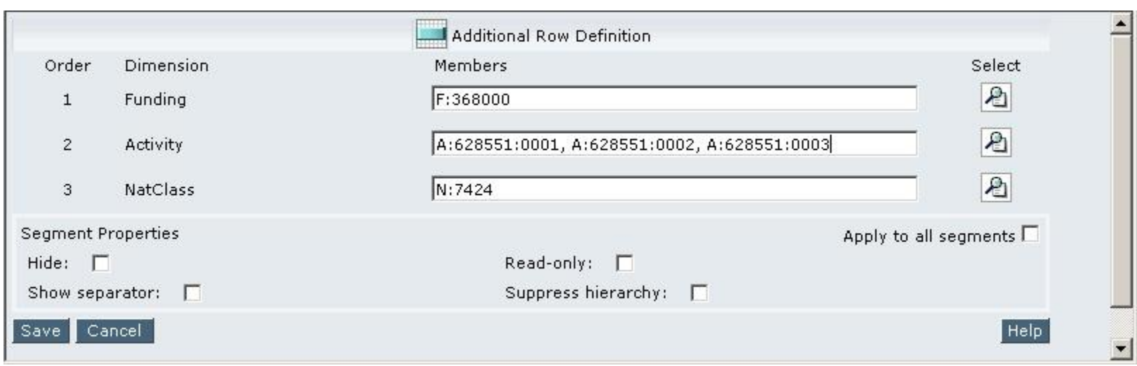


This example is specific to DeptBudg. Adding rows to CentBudg is slightly different. There are only two dimensions in the window (Funding and NatClass) and the values you enter should NOT be prefaced with the F: or N: prefixes. That is, to add Funding U2UPDR, you enter that string directly in the Funding field.

If you enter the values directly, make sure you enter the appropriate prefix before each value, that is, **N:** before a natural class value, and **F:** before a funding value, and **A:** before an activity value. (The Activity value must also be followed by a colon and a SubActivity value, e.g., A:368000:0000)

You can enter multiple values in any or all the fields. You must enter a comma between each value.

For example, to add rows for 3 Subactivities (S:0001 through S:0003) for the Exhibits Activity (A:628551), Subvention Funding (F:368000), and SUPPLIES ARTS Exhibition Installation Natural Class (N:7424), you would enter values as shown here:



The more values you enter for each segment, the more rows you create. If you enter one value for NatClass, one for Funding, and three for Activity, you add three rows. If you enter two values for NatClass, three for Funding, and four for Activity, you'll add 24 rows (2 x 3 x 4). Verify that all the values you enter should be added in those combinations.

4. Once you have entered values for Natural Class, Funding, and Activity, click **Save**.

   The rows now appear on the Add a Row form you are on.

5. Enter and save budget data for the rows you add. If you do not enter and save data on this form, the rows will not appear on the appropriate data forms.

   The rows will remain on the General Add new row(s) form across all Orgs. This means you may see rows here that other people have created but that are not related to your Org. However, you will only see values in the rows for which you have access to the Org.

If you mistakenly add rows that already exist in the forms, the rows will be populated with the data already stored on the form. For example, if when you add a row it appears with a value of 1000 in the budget column, you know the row is already in your forms.

Rows remain on this form until the Planning office deletes them. You cannot delete them yourself. Deletions will be performed on a regular basis.

Best Practices

This section describes a number of best practices to follow in order to work most efficiently. These include suggestions on how to end your session, keeping your browser cache free, and viewing data forms.

- When exiting Hyperion Workspace, choose **File→ Log Off** or click the **Log Off**  button on the toolbar rather than simply closing the browser window.
- If you do not save or refresh data within two hours of logging in, your connection will time out. Entering data in a form does not count against this time limit unless you save it.
- Each time you open up a view of budget data, the page is cached in memory. As you open a number of different views over time, your browser's cache may fill up. Therefore, it is advisable to clear your web cache on a regular basis so it does not adversely impact your performance. In Internet Explorer, from the **Tools** menu select **Internet Options** and on the **General** tab click **Delete Files** to clear your cache.
- Because of the constraint on screen space, it is recommended that you increase monitor resolution to as high as comfortable. To do this, on the desktop click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Display**. Click the **Settings** tab and drag the Screen Resolution slider to the right. Click **OK**.
- You can also expand your view of individual forms by hiding the View pane (the one on the left side of the screen). To toggle your view between hiding and displaying the View Pane, from the Hyperion Planning menu choose **View→ View Pane.**

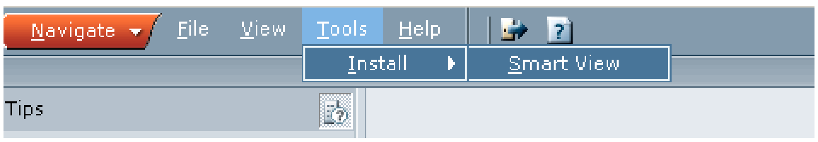
Working with Forms in Hyperion Smart View

Hyperion Smart View is an application that allows you to open planning forms in Excel. This allows you to take advantage of Excel capabilities when entering data and calculations into existing forms. In this case you need to create and maintain a live connection to the Planning server through Excel.

Instructions for installing Smart View, establishing a connection, and using Smart View to enter data follow.

Smart View Initial Set-Up

When logged in to Hyperion Workspace, within the Planning application, choose **Tools→ Install→ Smart View**

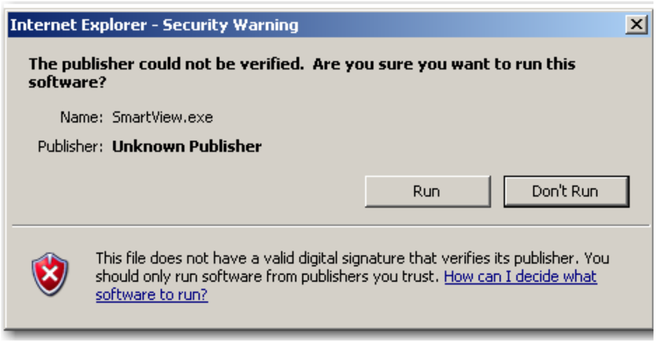


A link will appear in a separate window.

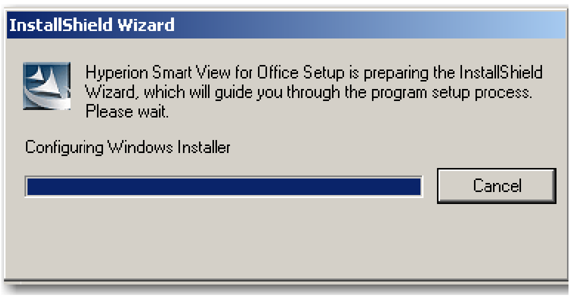
Click the link for download.

Click **Run**.

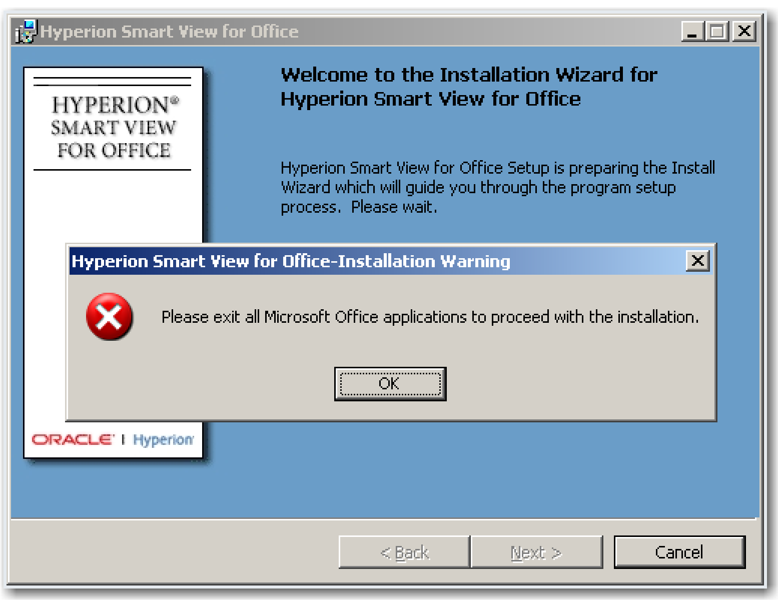
A Security Warning may appear:



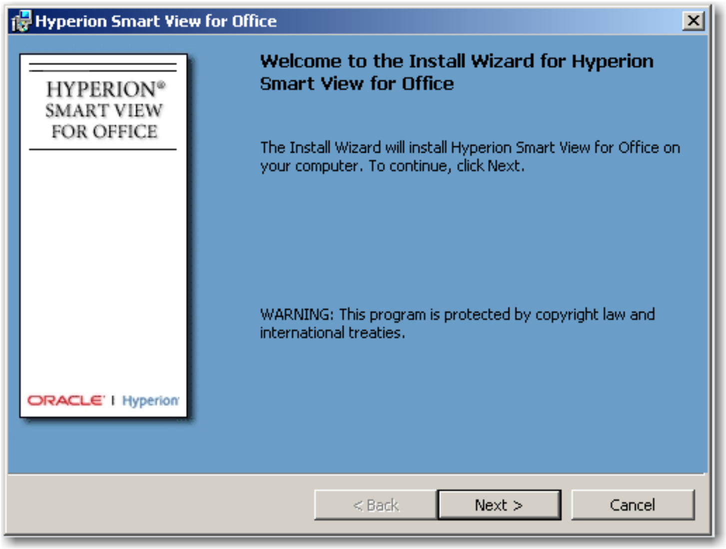
Click **Run**.



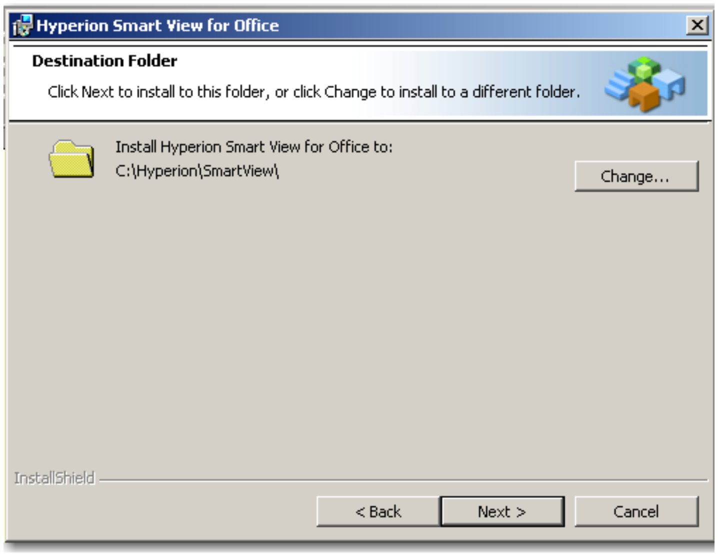
If any Microsoft Office applications are running, the following message appears:



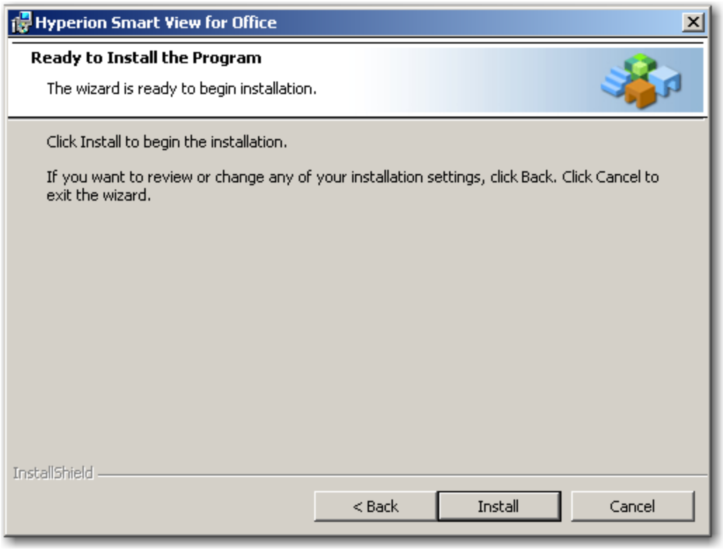
Exit Office applications as instructed, saving your work as you close them down. If the error message persists after applications are closed, you may need to reboot to run the installation.



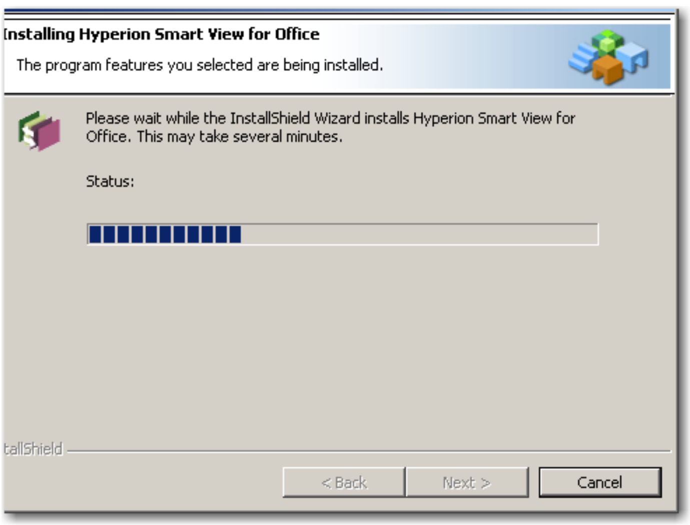
Click **Next**.

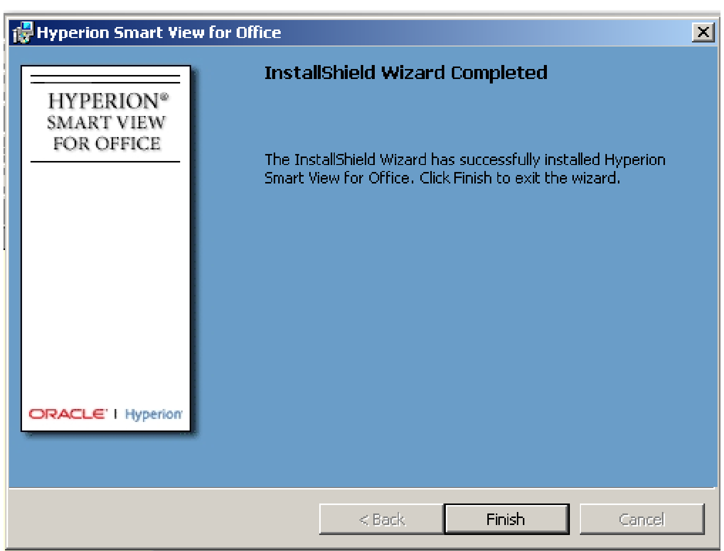


Click **Next** to accept the default location.



Click **Install**.

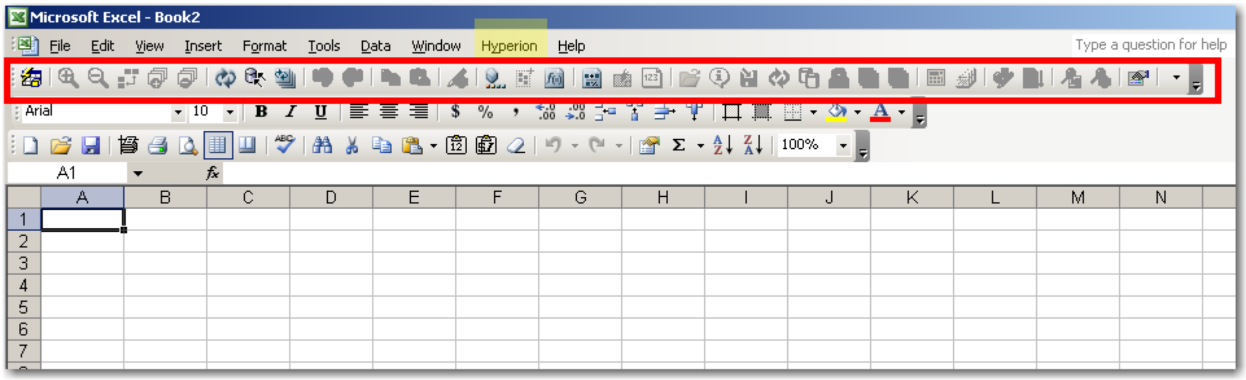




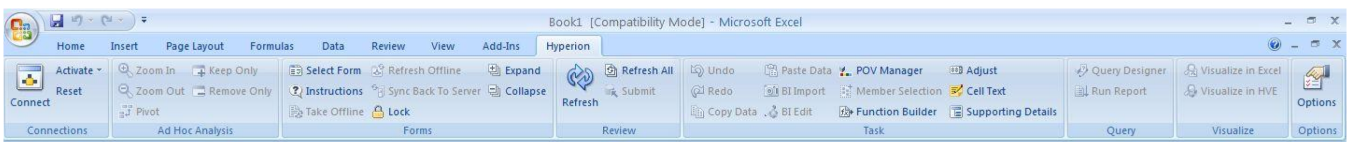
Click **Finish**.

Smart View and Microsoft Office Suite

When you open Excel, a Hyperion Smart View for Office toolbar and a Hyperion menu appear, as shown here:



When you open Excel 2007, Hyperion Smart View for Office and Add-ins ribbons appear, as shown here:



The commands used in the instructions in this manual are available in Excel 2007 either directly on the Hyperion ribbon or from the Hyperion menu on the Add-Ins ribbon.

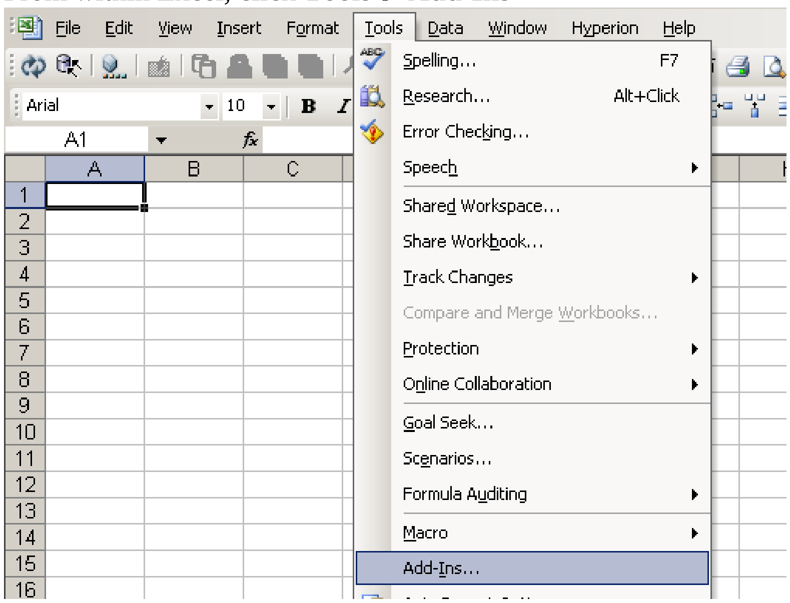
Installing Smart View will affect the functionality of Excel, Word and PowerPoint, since it is installed as an available add-in application throughout Microsoft Office Suite. A "Hyperion" menu will be available in Excel, Word, and PowerPoint. If you are using Outlook and Word is set as your e-mail editor, the Hyperion menu will appear there too.

For example, in Word and PowerPoint, reporting or presentation images can be imported from Hyperion.

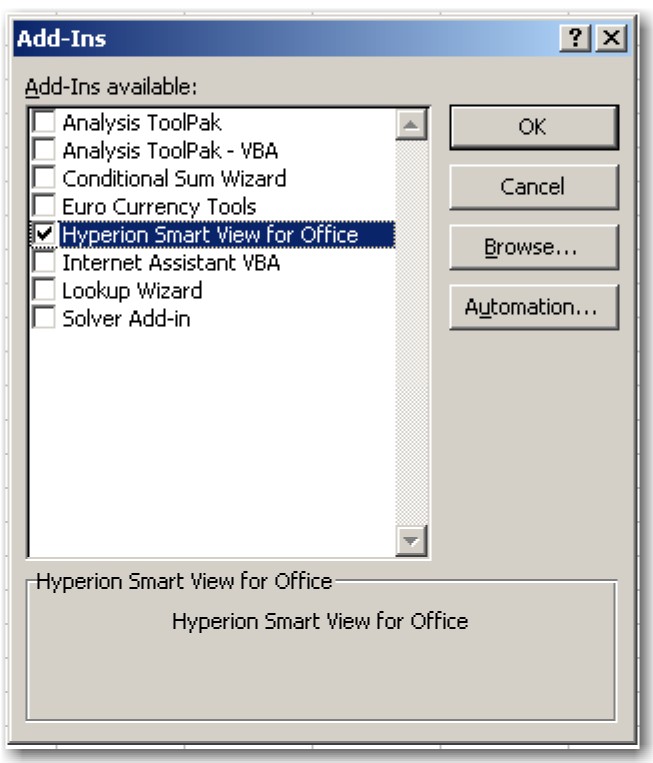
NOTE: This add-in can be disabled in the event that it interferes with other Office functionality. For example, a spreadsheet with protection enabled may not be able to be saved with Smart View enabled.

To enable or disable Smart View in Excel pre-2007 versions:

1. From within Excel, click **Tools→ Add-Ins**



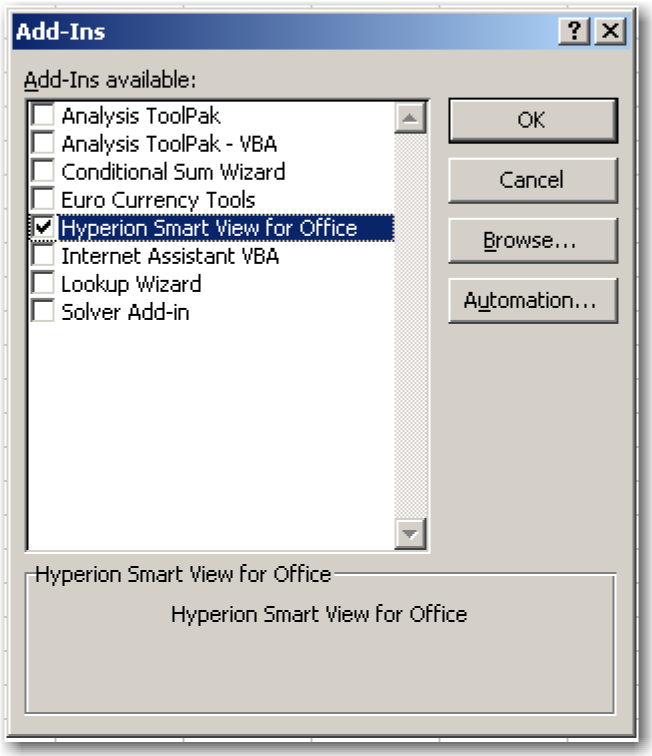
2. Check or uncheck the "Hyperion Smart View for Office" item (to enable or disable Smart View) and click OK.



To disable Smart View in Word or PowerPoint, click **Hyperion→ About**…, and in the About Hyperion Smart View dialog box, uncheck the Enable Add-in item, and click **OK**. The Hyperion menu will remain in the application, but will only contain the About… item. (The only way to remove the Hyperion menu from Word and PowerPoint is to use the Windows Control Panel to remove the Hyperion Smart View for Office program, which will also remove it from Excel.)

To enable or disable Smart View in Excel 2007:

1. Click the Microsoft Office Button and then click **Excel Options**.
2. Click **Add-Ins**.
3. In the Manage box, click **Excel Add-ins** and then click Go.
4. In the Add-Ins available box, clear the check box for Hyperion Smart View for Office and then click OK.

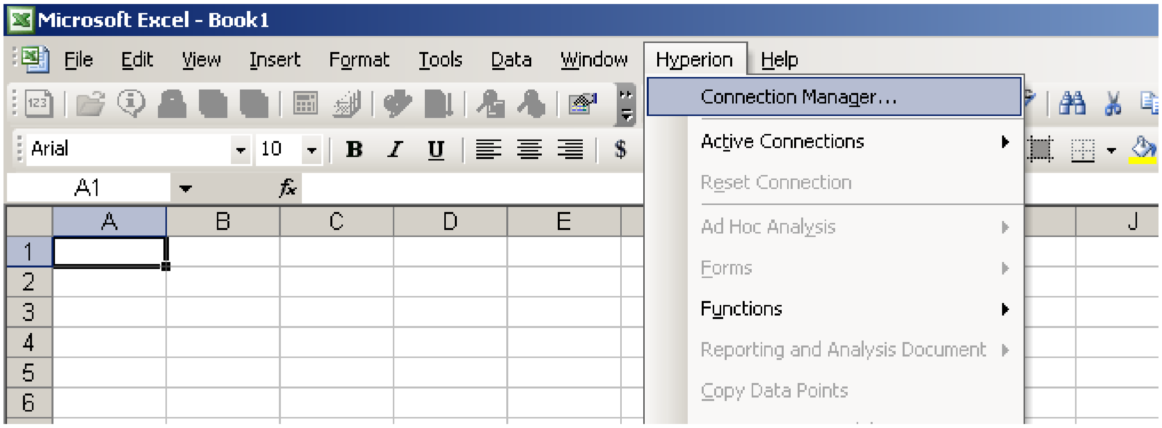


To disable Smart View in Word 2007 or PowerPoint 2007, follow the instructions above, but in step 1, substitute either **Word Options** or **PowerPoint Options** for **Excel Options**, and in step 3, substitute **COM Add-Ins** in place of **Excel Add-ins**.

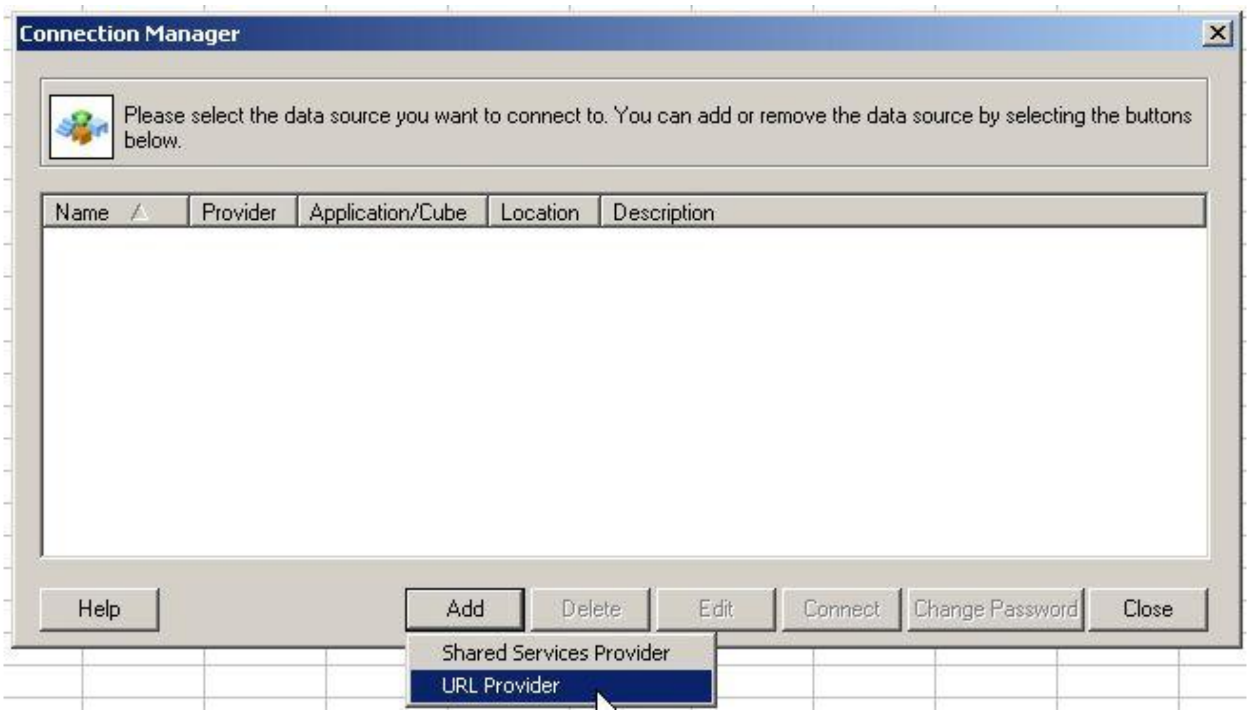
Establishing a Connection

In order to access the Smart View forms, you must first establish a connection to the Planning server.

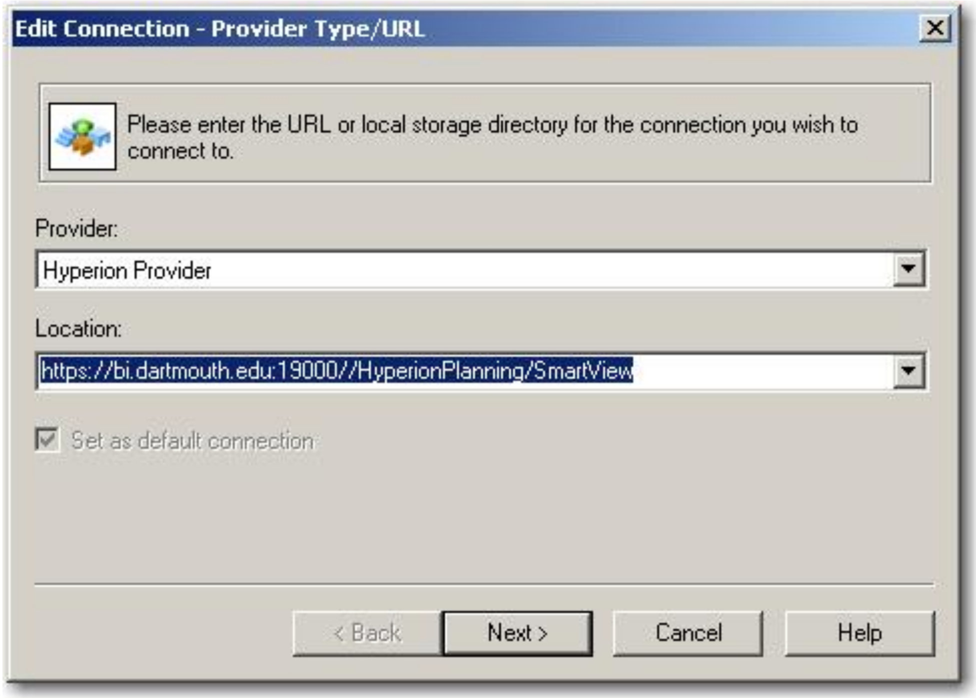
1. To establish a connection to the Hyperion Planning data, select **Hyperion→ Connection Manager…**:



2. In the Connection Manager dialog, click **Add** and select **URL Provider**.

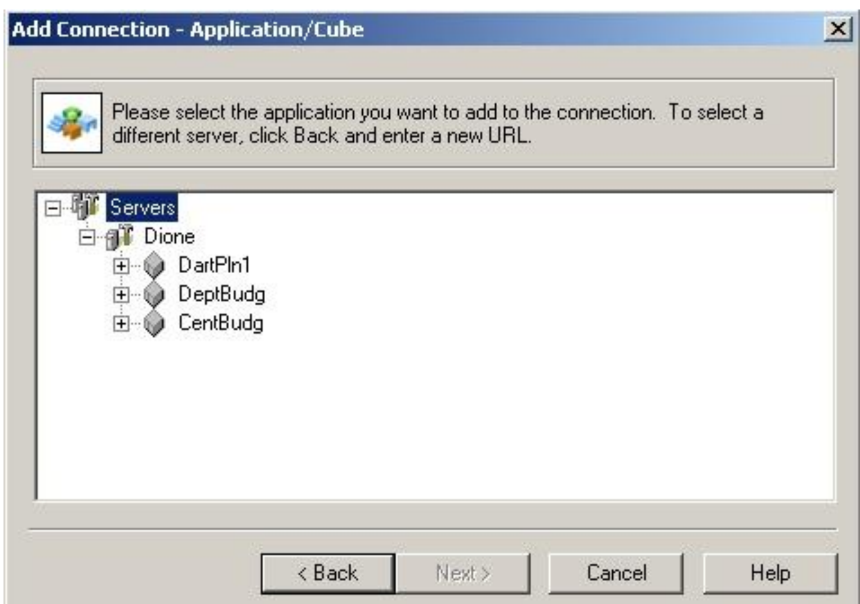


3. Enter the location of the Smart View connection in the Location field and click **Next**.



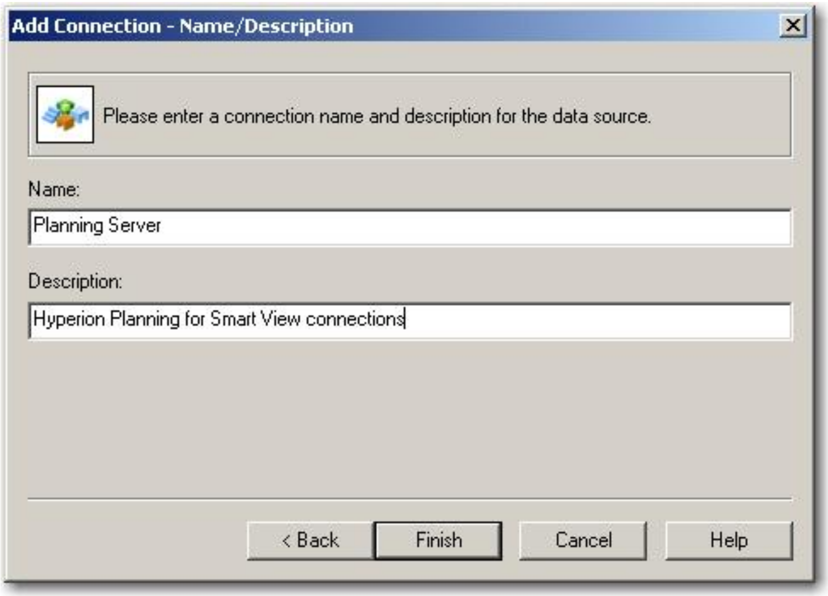
Make sure you enter the location exactly as it appears in this illustration
https://bi.dartmouth.edu:19000//HyperionPlanning/SmartView
(The address is case sensitive and there are two sets of double slashes.)

4. Select the server location from the choices given and click **Next**.



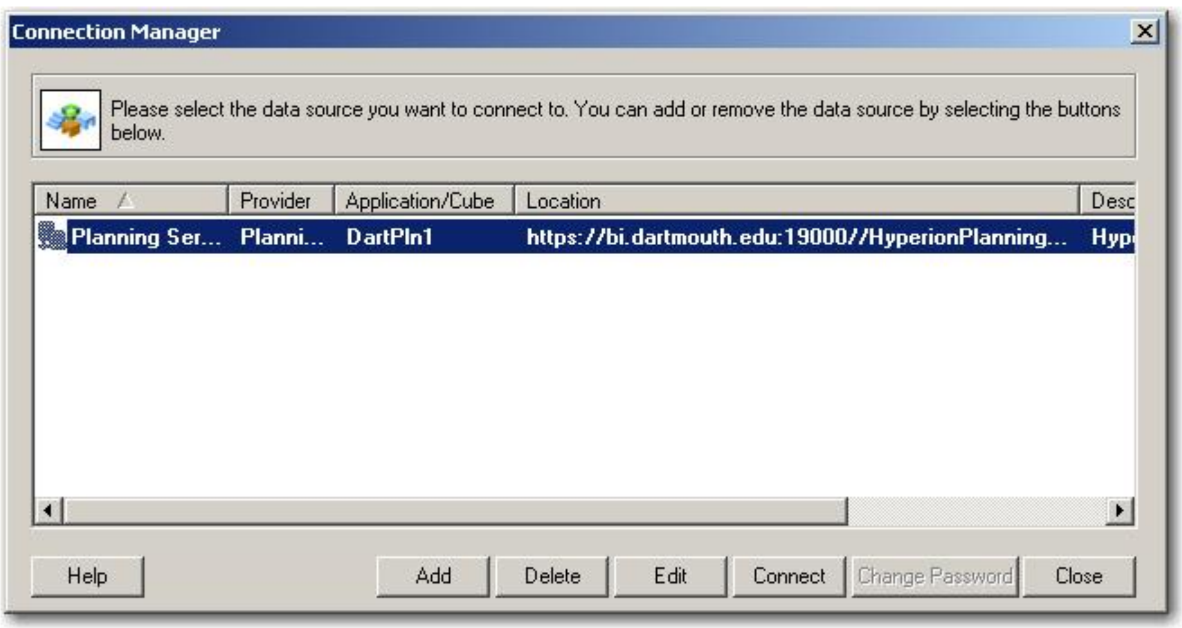
You want a connection to DeptBudg and another connection to CentBudg.

5. Enter a name and description for the connection and click **Finish**.



This defines the connection, but is not yet active/live.

6. To make the connection active, select **Hyperion→ Connection Manager.**



7. Highlight the desired connection and click **Connect**.

8. Log in using your full DND name and password and click **Connect**.

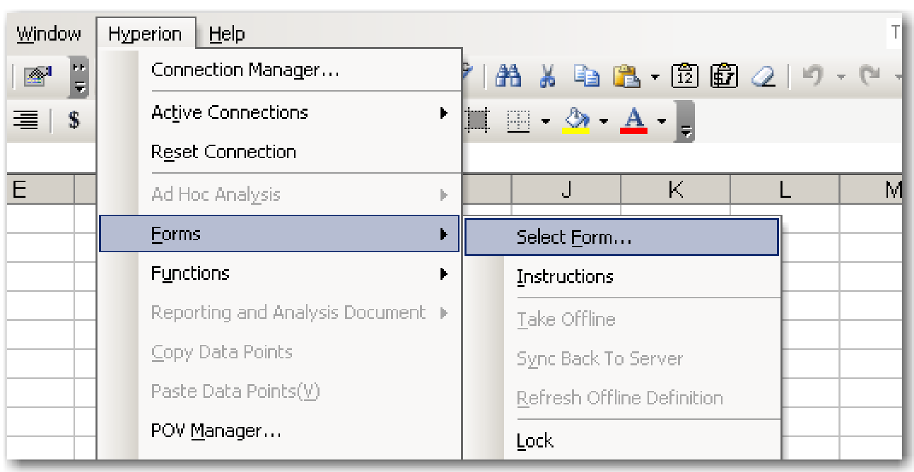
Close the Connection Manager dialog.

9. Check that you have an active connection by choosing **Hyperion→ Active Connections→**

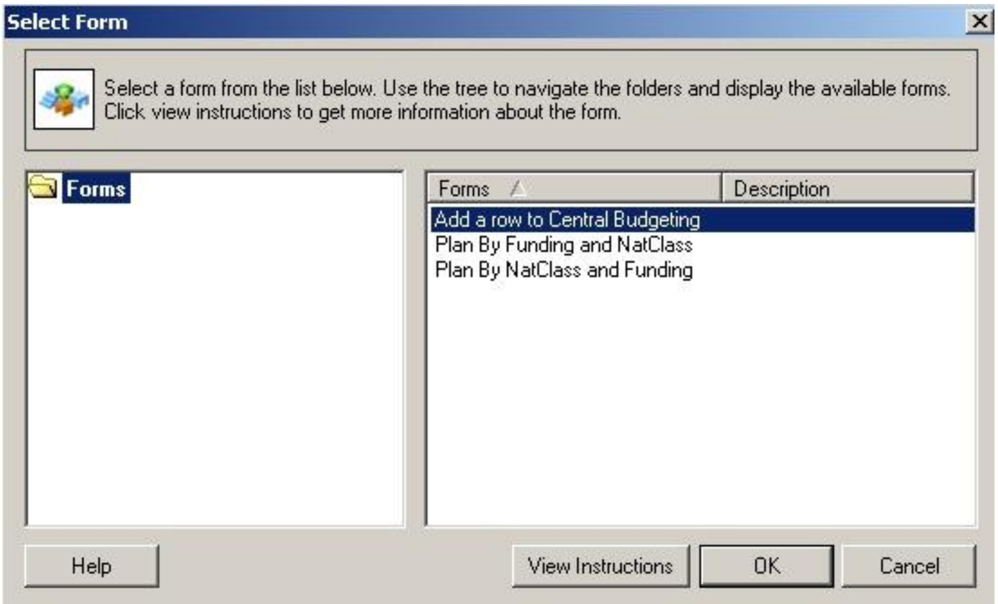
NOTE: There must be a checkmark next to the name of the connection for it to be active.

Selecting a Form

To select a form to work on, choose **Hyperion→ Forms→ Select Form**:

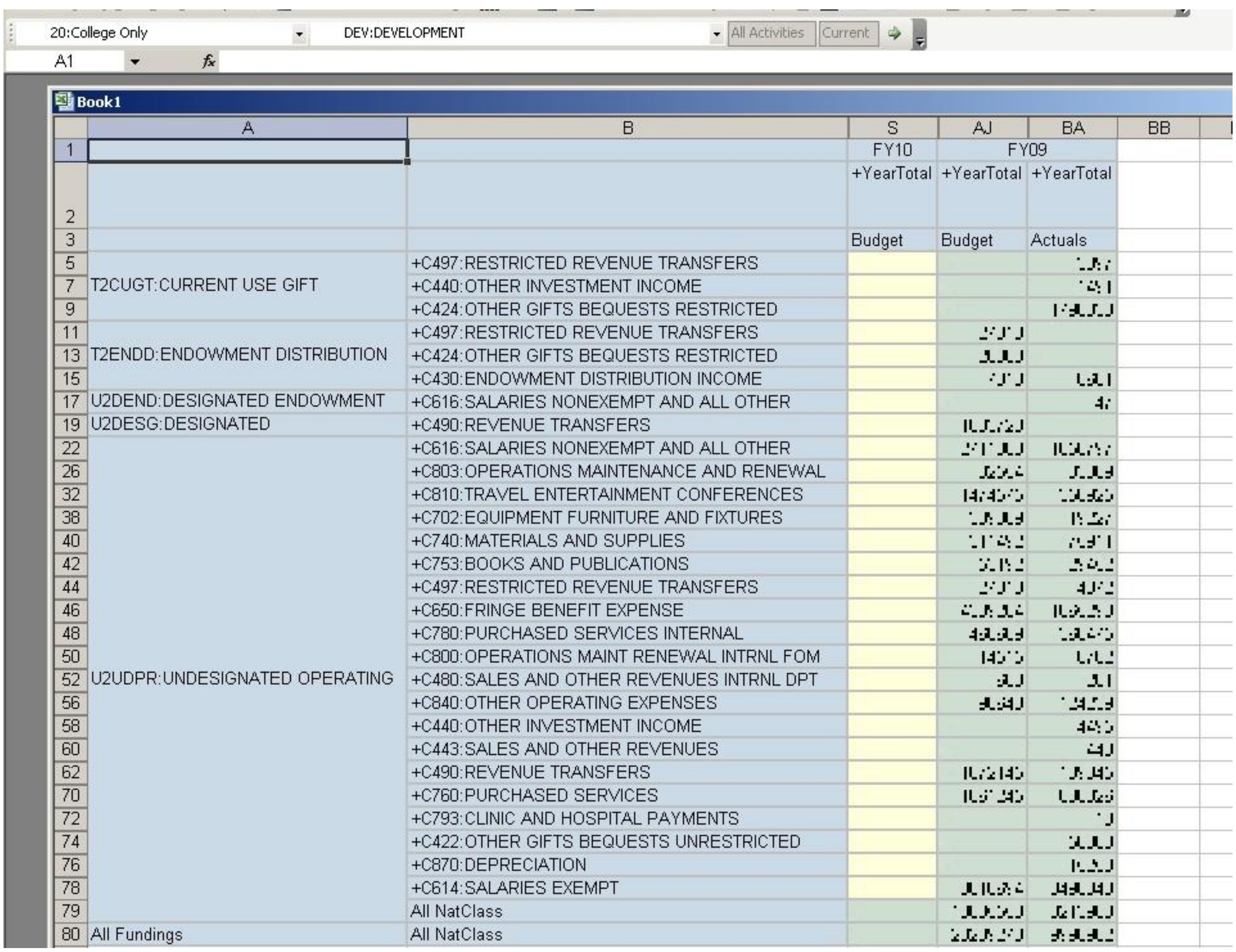


A selection box appears with the same folder structure as inside Workspace:



You use the same forms for web input as when using Smart View. Note: Do not use the Add a Row form in Smart View. You can only add a row from the web form.

Choosing the form shown in the *Forms* section, results in the following form in Excel:



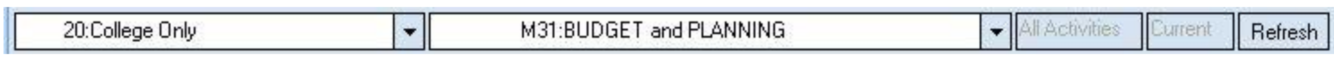
	A	B	S	AJ	BA	BB
1			FY10	FY09		
2			+YearTotal	+YearTotal	+YearTotal	
3			Budget	Budget	Actuals	
5		+C497:RESTRICTED REVENUE TRANSFERS			[illegible]	
7	T2CUGT:CURRENT USE GIFT	+C440:OTHER INVESTMENT INCOME			[illegible]	
9		+C424:OTHER GIFTS BEQUESTS RESTRICTED			[illegible]	
11		+C497:RESTRICTED REVENUE TRANSFERS		[illegible]		
13	T2ENDD:ENDOWMENT DISTRIBUTION	+C424:OTHER GIFTS BEQUESTS RESTRICTED		[illegible]		
15		+C430:ENDOWMENT DISTRIBUTION INCOME		[illegible]	[illegible]	
17	U2DEND:DESIGNATED ENDOWMENT	+C616:SALARIES NONEXEMPT AND ALL OTHER			[illegible]	
19	U2DESG:DESIGNATED	+C490:REVENUE TRANSFERS		[illegible]		
22		+C616:SALARIES NONEXEMPT AND ALL OTHER		[illegible]	[illegible]	
26		+C803:OPERATIONS MAINTENANCE AND RENEWAL		[illegible]	[illegible]	
32		+C810:TRAVEL ENTERTAINMENT CONFERENCES		[illegible]	[illegible]	
38		+C702:EQUIPMENT FURNITURE AND FIXTURES		[illegible]	[illegible]	
40		+C740:MATERIALS AND SUPPLIES		[illegible]	[illegible]	
42		+C753:BOOKS AND PUBLICATIONS		[illegible]	[illegible]	
44		+C497:RESTRICTED REVENUE TRANSFERS		[illegible]	[illegible]	
46		+C650:FRINGE BENEFIT EXPENSE		[illegible]	[illegible]	
48		+C780:PURCHASED SERVICES INTERNAL		[illegible]	[illegible]	
50		+C800:OPERATIONS MAINT RENEWAL INTRNL FOM		[illegible]	[illegible]	
52	U2UDPR:UNDESIGNATED OPERATING	+C480:SALES AND OTHER REVENUES INTRNL DPT		[illegible]	[illegible]	
56		+C840:OTHER OPERATING EXPENSES		[illegible]	[illegible]	
58		+C440:OTHER INVESTMENT INCOME			[illegible]	
60		+C443:SALES AND OTHER REVENUES			[illegible]	
62		+C490:REVENUE TRANSFERS		[illegible]	[illegible]	
70		+C760:PURCHASED SERVICES		[illegible]	[illegible]	
72		+C793:CLINIC AND HOSPITAL PAYMENTS			[illegible]	
74		+C422:OTHER GIFTS BEQUESTS UNRESTRICTED			[illegible]	
76		+C870:DEPRECIATION			[illegible]	
78		+C614:SALARIES EXEMPT		[illegible]	[illegible]	
79		All NatClass		[illegible]	[illegible]	
80	All Fundings	All NatClass		[illegible]	[illegible]	

Viewing a Different Entity or Org

To view different entities or orgs in your current form, choose them from the pull-down lists above the data entry sheet.

You must click the right arrow next to the lists in order to view that data, just as you had to click the **Go** button when using the online forms.

In Excel 2007, the Entity/Org lists appear like this:



You must click the **Refresh** button after you select a different entity or org in order to view the appropriate form.

In the Hyperion workspace, you could open multiple tabs to view different forms within a session.

In Smart View, to view other forms within a session you must first open a blank worksheet. From that worksheet, establish a live connection and then select another form to open. If you select a new form when viewing one that is already open, the new form will open in place of the current worksheet.

Entering Data and Navigating within Smart View Forms

Some formulas are built into the Smart View forms, e.g., quarterly and annual totals. Others can be added using Excel functionality. These formulas are only retained when you work on the form. That is, the values calculated from the formulas are sent to the server, but the formulas are not.

NOTE Do not add or delete rows or columns in the Smart View forms as this corrupts their structure and formulas. If you need to add a row to budget against a chart string not on the form, you must add the row from the Hyperion Workspace. Once it is established there, it will then appear in the corresponding Smart View form.

Saving Data and Running Business Rules

When you want to save your data while working in Smart View, click the Submit Data button  (or choose **Hyperion→ Submit Data**). This saves the data on the server. If you make a mistake as you are working you can click Refresh to display the form again with the last saved values from the server.

Saving data does not automatically perform calculations and update the remaining totals on your forms.

In CentBudg there is no business rule. Totals are updated when the entire cube is aggregated which happens automatically at 8 p.m. each night. You must be logged out of the system during the aggregation which last about 30 minutes.

In DeptBudg, in order to perform the calculations and see what affect the new saved data has upon the totals on your forms, you must run the business rule and then refresh your form. By default, the business rule runs each night at 9 p.m. across all Orgs so if you do not run the business rule, your totals will be correct at the start of the next day. You must be logged out of the DeptBudg cube during the aggregation and the construction of the reporting cube which completes by 10 p.m.

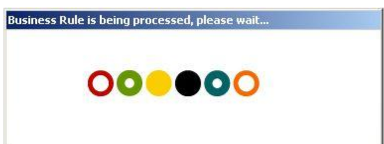
To run Business Rules:

1. With cursor over the fields on the left side of the form, right-click and choose **Hyperion Planning→ Run business rule for this Org**.

   The Business Rules window appears with the current Entity and Org values filled in.

2. Click **Launch**.

   The business rules take a few moments to run. A progress window appears until the process is complete.

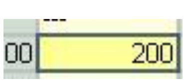
3. Click **OK**.

4. Choose **Hyperion→ Refresh** or **Hyperion→ Refresh All** to update your view of the form(s) and see the updated remaining totals. Unless you refresh the form, you will not see the updated totals.

Adding Cell Text

When you click the Cell Text icon  or choose **Hyperion→ Cell Text**, the Cell Text window appears. NOTE: You may need to resize this window to see the text field. Unlike in the web forms, your data is not automatically saved to the server when entered here. Only when you choose **Submit Data** will the data be saved. A cell with text attached is highlighted as shown here (a blue triangle does not appear in the cell as it does in Hyperion Planning):

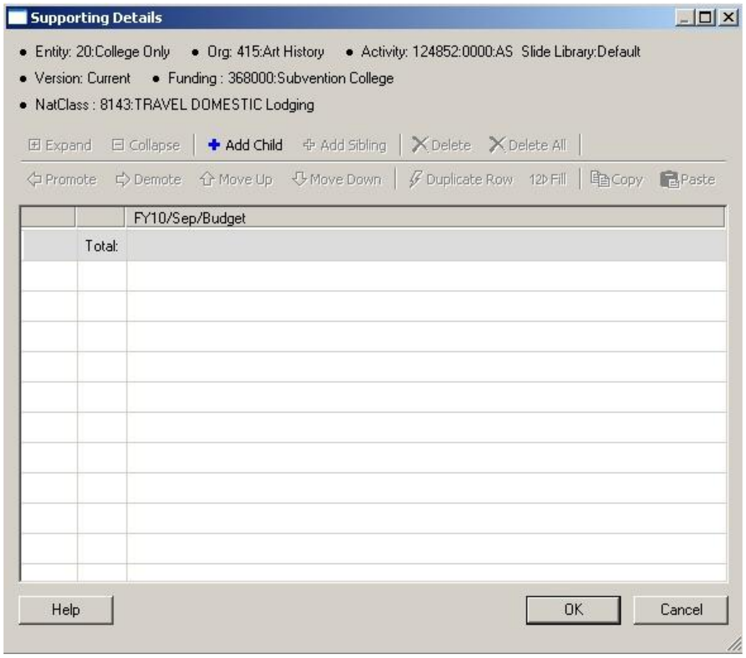


Adding Supporting Detail

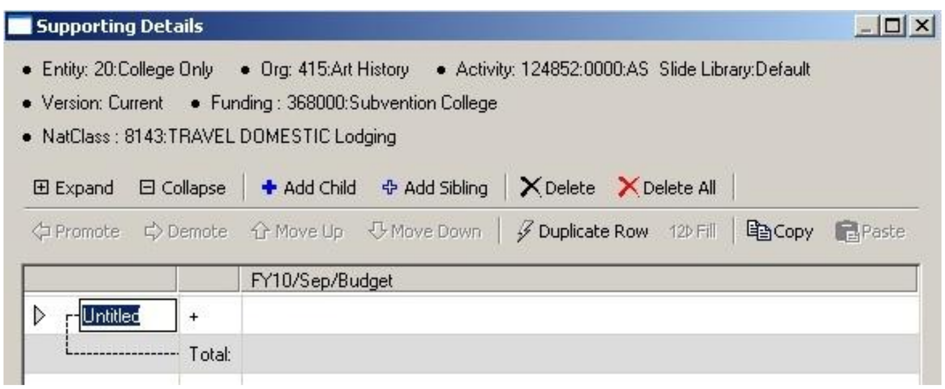
When you add supporting detail using Smart View, a different sequence of screens appears from when you work in the Hyperion Workspace.

1. Select a cell (or a range of monthly cells in a row if working online) and click  or choose **Hyperion→ Supporting Detail**) to open the Supporting Detail window.

   In this example, September was selected.

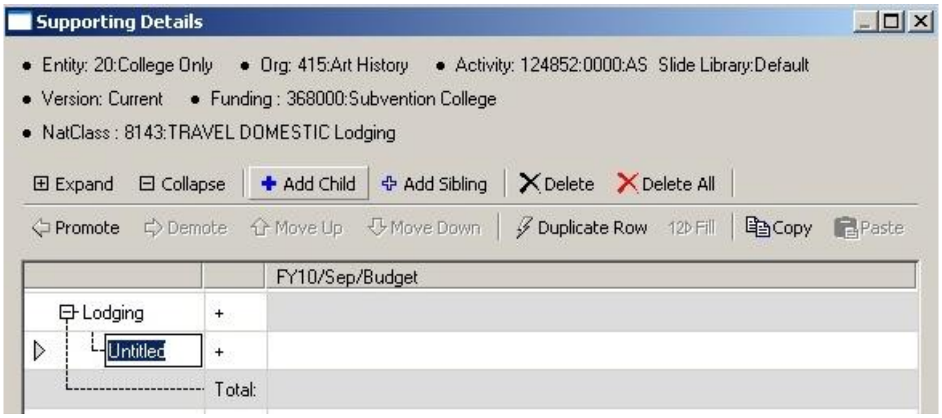


2. Click **Add Child**.

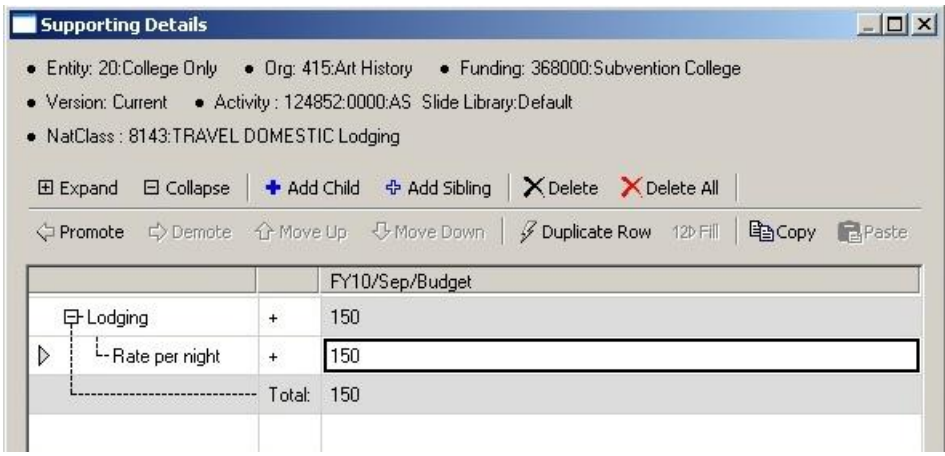


3. Enter a name for this field.
   For this example, enter *Lodging*.

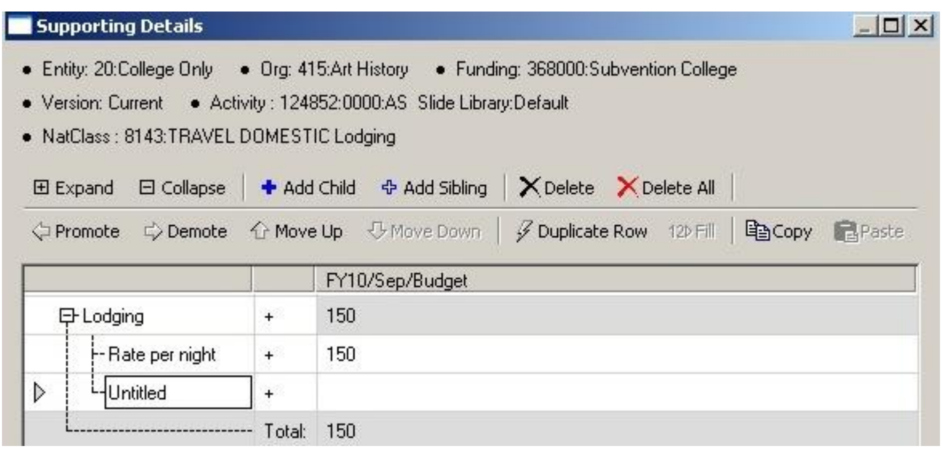
4. Click **Add Child** and enter a name for this factor.
   For this example, enter *Rate per night*.



5. Click in the Budget column and enter a rate.
   For this example, enter *150*.

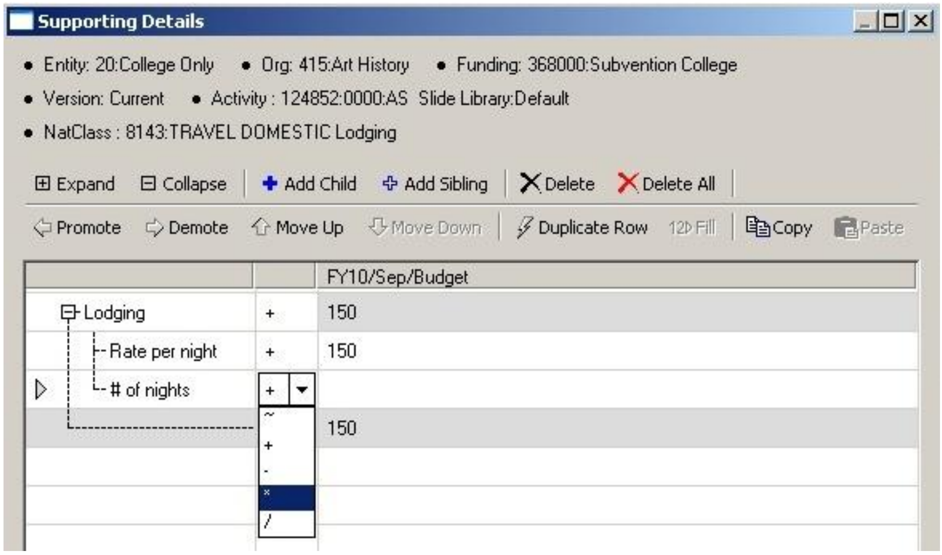


6. Click **Add Sibling** to choose another factor.
   Another text field appears below the first.

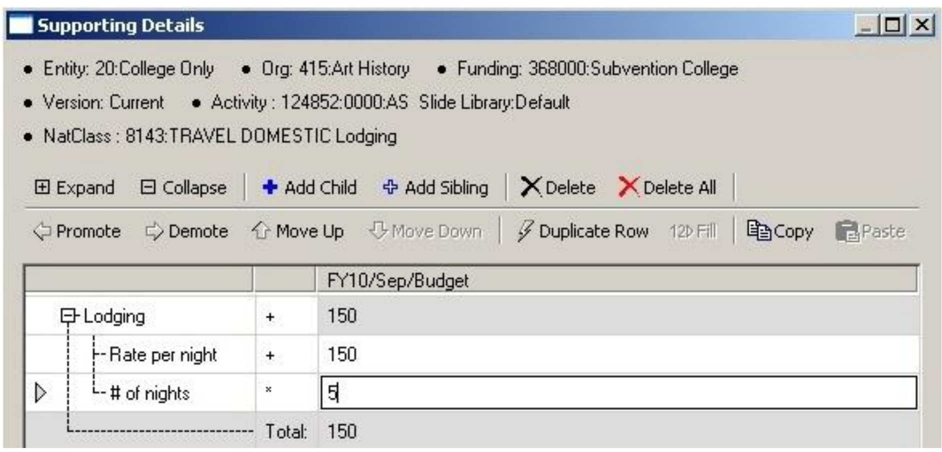


7. Enter a description of this factor.
   For this example, enter *# of nights*.

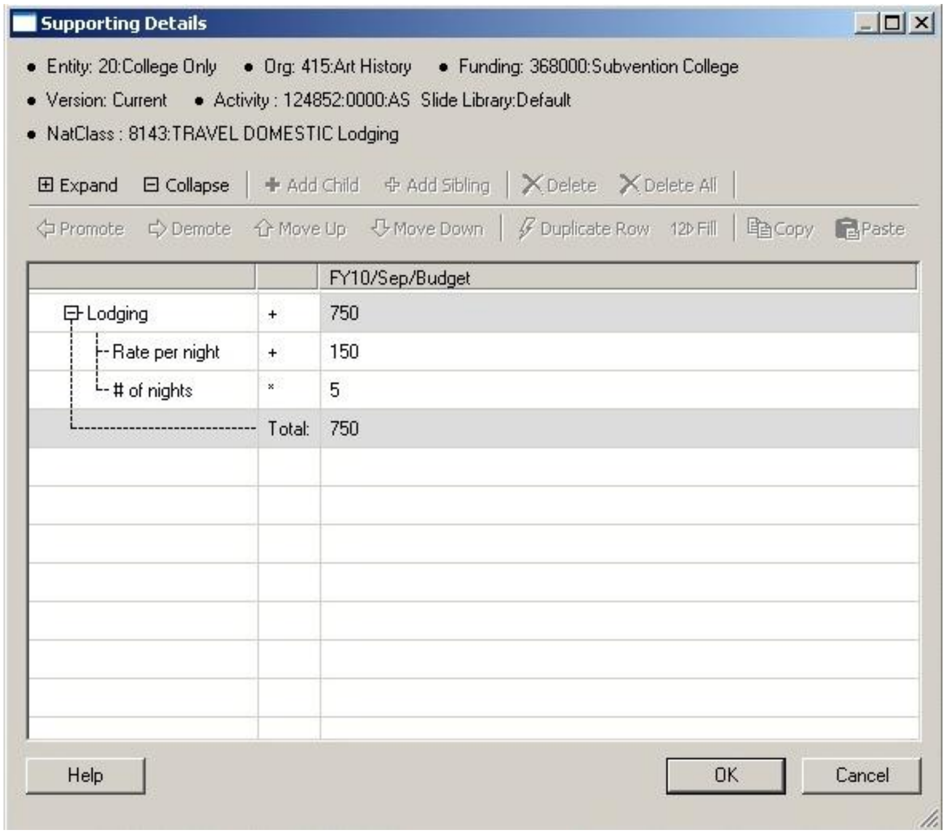
8. Double-click on the math operator to change it to one that reflects how the factors are related.
   In this example, choose *.



9. Click in the Budget column and enter a value.
   In this example, enter *5*.



10. Click in the Total row to complete the calculation.



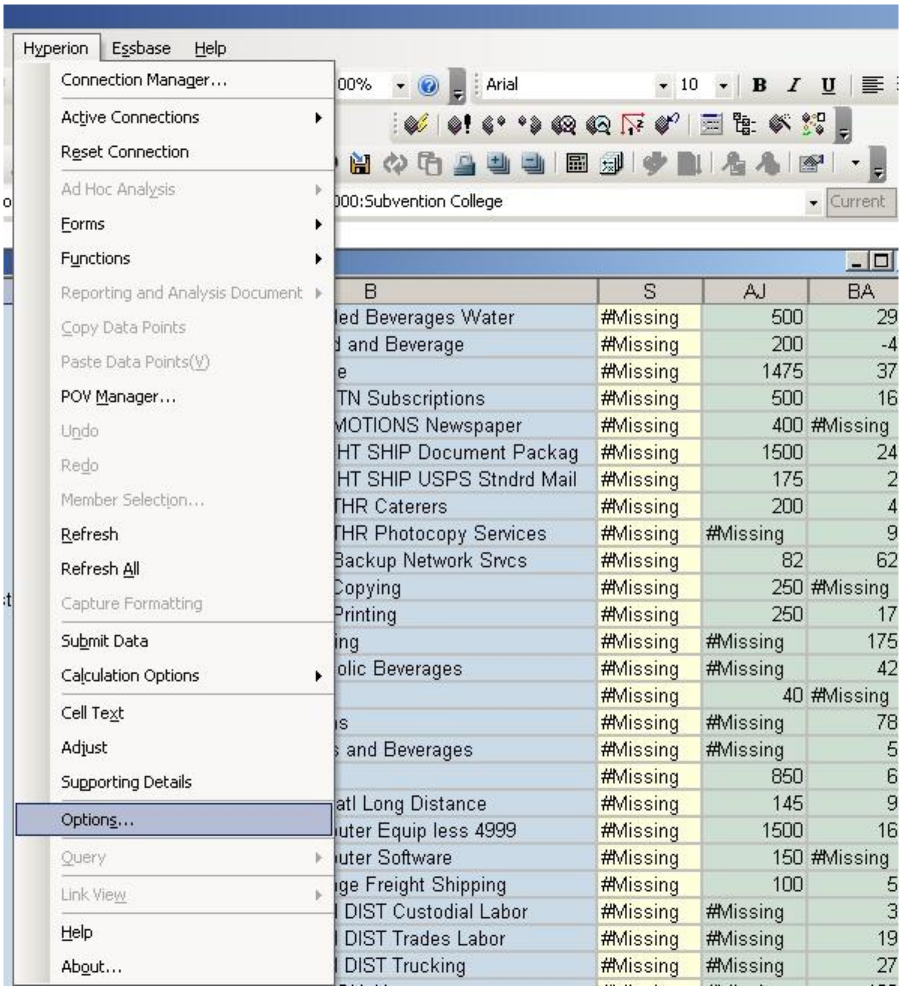
11. Click **OK**.

    The totals from the Supporting Detail page appear on the form, along with new values for the quarterly and yearly totals.

Option Settings

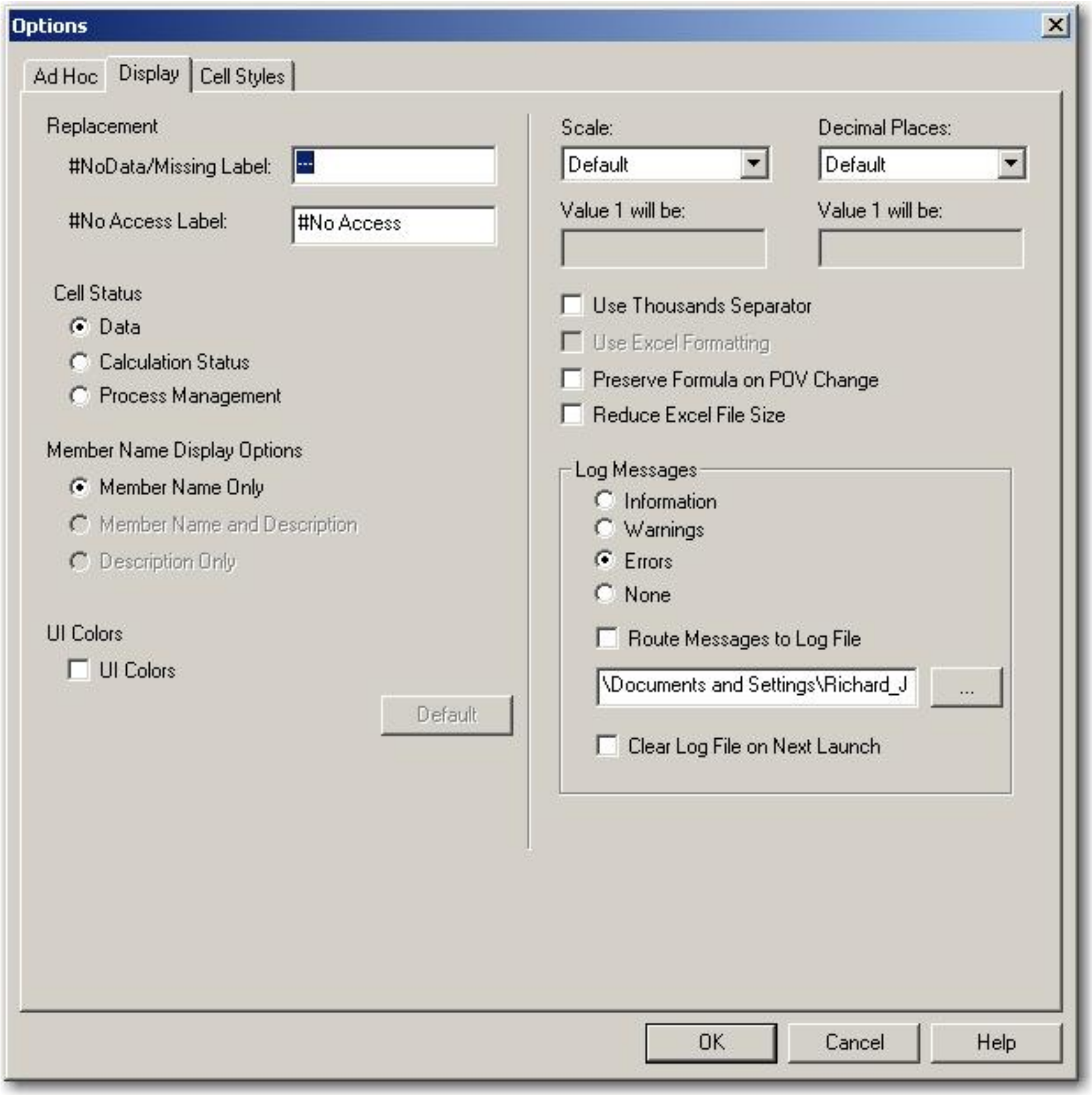
By default, fields which are missing values are displayed with #Missing in the field. You can change that so other characters, such as ---, are displayed there instead.

1. Choose **Hyperion→ Options**.



This opens the Options window.

2. On the Display tab, enter the characters you want to display in fields without data. For example, enter --- in the field labeled #NoData/Missing Label.


Options
Ad Hoc
Display
Cell Styles
Replacement
#NoData/Missing Label:
#No Access Label:
#No Access
Cell Status
Data
Calculation Status
Process Management
Member Name Display Options
Member Name Only
Member Name and Description
Description Only
UI Colors
UI Colors
Default
Scale:
Default
Decimal Places:
Default
Value 1 will be:
Value 1 will be:
Use Thousands Separator
Use Excel Formatting
Preserve Formula on POV Change
Reduce Excel File Size
Log Messages
Information
Warnings
Errors
None
Route Messages to Log File
\Documents and Settings\Richard_J
...
Clear Log File on Next Launch
OK
Cancel
Help

3. Click **OK**.

4. Choose **Refresh** to see how the fields without data now appear.

B	S	AJ	BA
7501:SUPPLIES Bottled Beverages Water	---	500	29
7503:SUPPLIES Food and Beverage	---	200	-4
7511:SUPPLIES Office	---	1475	37
7533:BOOKS PUBLCTN Subscriptions	---	500	16
7612:ADS AND PROMOTIONS Newspaper	---	400	---
7684:POSTAGE FRGHT SHIP Document Packag	---	1500	24
7692:POSTAGE FRGHT SHIP USPS Stndrd Mail	---	175	2
7763:PUR SRVCS OTHR Caterers	---	200	4
7777:PUR SRVCS OTHR Photocopy Services	---	---	9
7813:SERVICE CTR Backup Network Srvcs	---	82	62
7815:SERVICE CTR Copying	---	250	---
7822:SERVICE CTR Printing	---	250	17
7851:INT DEPT Catering	---	---	175
7852:INT DEPT Alcoholic Beverages	---	---	42
7855:INT DEPT Fees	---	40	---
7856:INT DEPT Rooms	---	---	78
7857:INT DEPT Meals and Beverages	---	---	5
7863:INT DEPT Sales	---	850	6
7867:INT DEPT Internatl Long Distance	---	145	9
7875:INT DEPT Computer Equip less 4999	---	1500	16
7877:INT DEPT Computer Software	---	150	---
7878:INT DEPT Postage Freight Shipping	---	100	5
8008:INTERNAL FOM DIST Custodial Labor	---	---	3
8015:INTERNAL FOM DIST Trades Labor	---	---	19
8022:INTERNAL FOM DIST Trucking	---	---	27

Delegating Responsibility to Others

You may decide that you want to delegate the completion of a department budget to someone who does not have access to Hyperion Planning. To do that, you can export the form from Smart View, send it to the person who will complete the budget and then copy that data back into Smart View to submit. The following procedure steps you through the process.

1. In Smart View, connect to the appropriate datacube, open the form you want to pass along, and save the form as an XLS file.

   The Entity/Org values that appear at the top of the form are not saved in an XLS file you send to someone without the Smart View add-in. Name the file so it is clear to which Entity/Org the form corresponds.

2. Send the file to the person you want to complete it.

   The form is read-only (except for the current year budget column) and cannot be re-ordered or re-arranged. You can add formulae to the form (to help the person working on it) if you enter them outside the read-only area.

3. When the completed file is returned to you, first open the original form in Smart View.

4. Once the form is open, then open the completed file you've received.

   Important: Do not work on the completed file while connected (i.e., make changes to the data in the file or double-click on a cell) or all the data will be refreshed and disappear.

5. Copy and paste the data from the completed file into the Smart View form.

6. Submit the data and run the business rule.